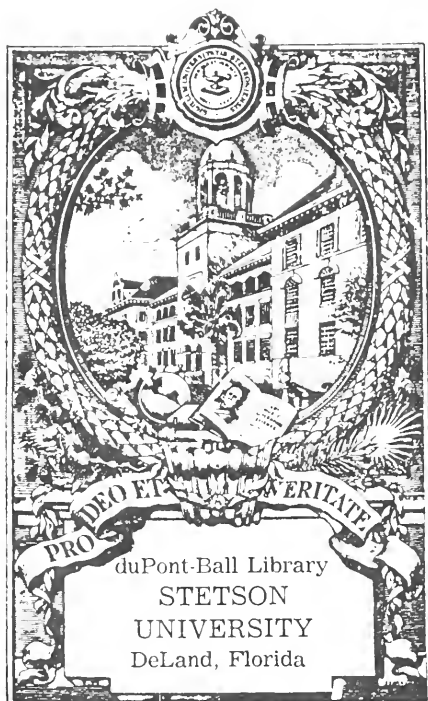


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THE STUDENT HANDBOOK 1983-1984



*STETSON UNIVERSITY
DELAND, FLORIDA 32720*



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Although this *Student Handbook* is a general reference publication for everyone in the Stetson community, it is designed especially for students who are entering the University for the first time as we conclude our Centennial celebration. New students coming to Stetson this year will have significant experiences as a part of this special time in the history of the institution. We want you to use this *Handbook* as a guide in orienting yourself to who and what we are at Stetson.

All of us together are members of the Stetson family. We feel that your opportunities here are limited only by the choices you wish to make. This *Handbook* will help you to choose the experiences and challenges which you would like to encounter as a part of the Stetson community, especially those which are included in the Centennial Celebration.

It is good to have you among our number. We care very much about you as a person. Please give us the opportunity to be aware of your needs and concerns and how we might help you deal with them. We wish you welcome and Godspeed.



E. Garth Jenkins
Dean of Student Affairs

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I HISTORY AND TRADITION

INTRODUCTION TO THE HANDBOOK

It is our hope that every student will read this book carefully before coming to Stetson. It is written in an informal, narrative style in an effort to share with you some of the spirit along with the facts which we think blend together to make Stetson a fine university.

The book begins with a statement of the goals of the University and a description of the symbols and traditions which are a part of the heritage of every Stetson student. We have attempted to trace the development of the physical plant of the University and to relate its growth to the DeLand community.

It should be understood that the Handbook is an official University publication and each student is held responsible for information contained in the book. It is especially important that the student be familiar with the sections pertaining to academic affairs and to student life, regulations, and services.

Stetson University may alter, amend, or abolish its rules or regulations at any time.

THE GOALS AND PHILOSOPHY OF STETSON

In the Stetson University Bulletin (the official University catalogue) for 1983-1984 you will read this statement under the heading, "The University: Pro Deo et Veritate."

"The purpose of Stetson University, as its founders intended, is to promote excellence in education which will make an effective contribution to society, will prepare its students for purposeful life experiences, and will build and maintain an environment where the Christian ethic may nurture the development of meaningful personal and social values. To achieve this purpose and these related functions, Stetson seeks to be a community of administrators, teachers, and students who share in the creation of an academic, social, professional, and spiritual climate where vital expression is given to the motto: "For God and Truth." It is therefore a Christian University where the disciplined study of the full range of conceptions of God, humanity, and nature is pursued to search for truth and determine its meaning. Because a concern for values is essential to Christian faith, Stetson University encourages the search for those values which may give direction to individuals as they relate to their social, political, and natural environment throughout their lives."

One of the major purposes of this Handbook is to describe some of the ways in which Stetson attempts to fulfill this goal. We believe that the symbols, traditions, academic opportunities, and extracurricular activities are all a part of the student's total education. We take pride in the fact that Stetson students are the type who are willing to take responsibility and to be involved in decision-making processes. This book describes the Residence Hall program and the Security and Traffic program, both of which are entirely staffed and operated by students. As you read about the traditional committees, you will see that every committee is chaired by students. In addition to this, it should be noted that all University-administrative-faculty committees with few exceptions have student representation. The exceptions are in those areas dealing with financial and academic affairs in which the University Charter charges specific officers with responsibilities. The philosophy of the University is based on the belief that it is not enough for a college graduate to be able to earn a good living. The graduate's education is incomplete without the increased capacity to enjoy a good and satisfying life.

THE DELAND COMMUNITY AND STETSON UNIVERSITY

The city of DeLand and Stetson University have literally grown up together. DeLand was a small village when Mr. Henry DeLand, the principal citizen of the town, conceived the idea of founding a school. The first classes of "DeLand Academy" were held in the First Baptist Church of DeLand in 1883. The Academy became a college in 1885. In 1889 the name was changed to Stetson University in honor of the famous hat manufacturer, John B. Stetson, who made generous contributions to the University both in time and money.

DeLand Hall, one of the best-loved buildings on the campus, is a reminder of the vision and dream which Mr. DeLand had when the University was founded. This small building in the center of the campus was the first building to be erected in the State of Florida for the teaching of higher education. It has been preserved in its original construction and has recently been renovated to house various administrative offices.

The University was a College of Liberal Arts until the founding of the College of Law in 1900, the first law school in Florida. The College of Law was moved to St. Petersburg in 1954 where larger courts and other advantages were available in that metropolitan area. Stetson also pioneered in the teaching of music and business administration and in offering graduate work leading to the MA degree.

Through the years, as the University has grown in academic strength and physical size, the good will existing between the City of DeLand and the University has grown, also. They combine efforts in many enterprises to promote cultural and educational opportunities for the community.

The proximity of DeLand to the Daytona and New Smyrna beaches, Orlando, Disney World, and other interesting places makes this part of Florida a very desirable location for a small university.

The 1983-1984 academic year is significant in that it concludes the Centennial of Stetson University. There will be many programs and activities on the campus which will emphasize the past, present, and future contributions which the institution makes.

STETSON SYMBOLS

THE SEAL

“Pro Deo et Veritate.” The most familiar and significant symbol of Stetson is the seal bearing the school’s motto, “For God and Truth.”



THE MACE

Students are introduced to the official University mace at the first Convocation every fall. The faculty marshal carries the beautiful silver mace designed especially for Stetson. It is used at every official processional march. Its significance lends special dignity to the University graduation ceremonies.

THE COLORS

The Stetson colors, green and white, were adopted about the same time as the seal and were used at the beginning of intercollegiate athletics in Florida. At the first Commencement in 1893, the stage was decorated with green and white. It is believed that the colors were chosen from the rich green of the orange trees and pure white of the orange blossoms.



ALMA MATER

Dear Alma Mater, smile upon thy children!
Gladly we greet thee, altogether lovely;
Peace be within thy classic halls and temples,
Hail, Alma Mater dear!

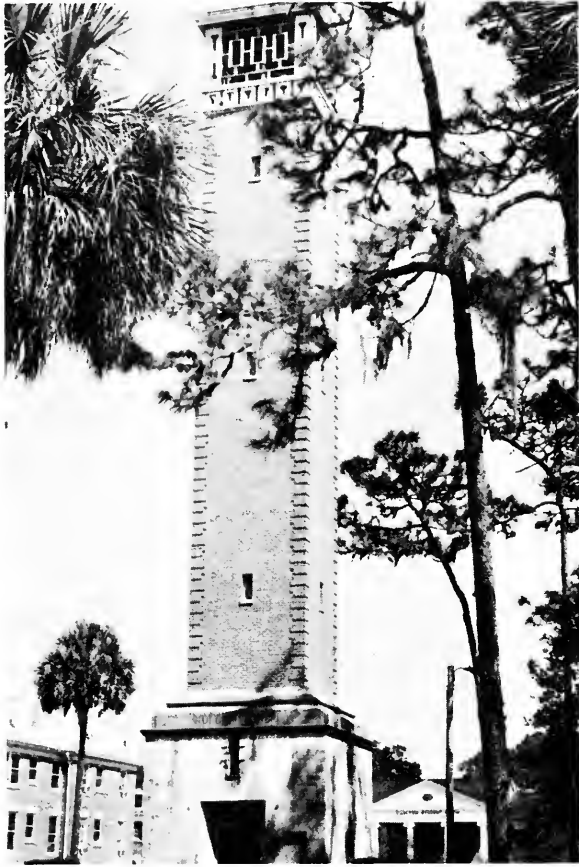
Hail to the heroes who have gone before us,
Young men and maidens, filled with true devotion!
Bright is their glory, fadeless and undying,
Hail to our heroes gone!

Hail to our classmates, bound by ties ne'er broken;
Here once again we pledge our vows of friendship;
Brave hearts and true hearts sound aloud and chorus,
Long live our comrades dear!

Dear Alma Mater, tenderly thy children
Gather, and bring to thee gracious salutations;
Comrades, your voices lift once again in chorus;
Hail, Alma Mater dear!

HULLEY TOWER

The Tower located between DeLand and Chaudoin Halls was named in honor of Dr. Lincoln Hulley, a former president of the University. The Tower houses the Eloise Chimes which were the gift of Stetson alumni in honor of Mrs. Hulley.



THE CUPOLA

The white cupola atop Elizabeth Hall is a familiar sight in the community. It is lighted at night and can be seen throughout DeLand. The cupola is now used to identify Stetson stationery and as a symbol on many publications. The alumni news magazine is called "*The Cupola*."

THE FOUNTAIN

The Holler Fountain, which is illuminated at night with multicolored lights, is located in the center of a triangle formed by Elizabeth and Sampson Halls and the duPont-Ball Library. This triangle is distinguished by its double row of tall palm trees on all three sides. The fountain was the gift of Mr. W. E. Holler, Jr. of DeLand in honor of his father.



THE LITTLE HATTER

A jolly little fellow wearing a Stetson hat and known affectionately as the Little Hatter is a humorous symbol which is well known to all students and alumni.

THE FOREST OF ARDEN

The Forest is a well-loved spot on the campus. In the early history of the University this was the setting for many Shakespearean plays and for May Day activities. In recent years it has been the scene of Homecoming and Parents' Weekend picnic luncheons, of musical concerts, and prior to the erection of the Edmunds Activities Center was the site for Commencement exercises.

THE HAT

The Stetson Hat has long been a symbol for the University. The meaning, of course, is derived from the fact that Mr. John B. Stetson, for whom the University was named, was a manufacturer of hats. This symbol is used to identify the athletic teams as "The Hatters," the Annual, and other publications. The Hat is often used as an emblem for books, cards, etc.

STETSON TRADITIONS

HATTER HOLIDAY

Hatter Holiday, a tradition at Stetson, was reorganized during the spring of 1980 into a fund-raising effort for student service scholarships. The week-long series of activities sponsored by the Stetson Union Board raises over \$2,000.00 in scholarships that are awarded to students who have made a special contribution to life at Stetson.

CHRISTMAS CANDLE AND YULE LOG LIGHTING

One of the best-loved traditions at Stetson is the annual candle lighting. This is held at the end of the last week of classes before Christmas. Every window in the women's residence halls and in the Carlton Union Building has a lighted candle, and for a thirty-minute period Christmas carols are played on the chimes in Hulley Tower. At the conclusion of the chimes concert, the Yule Log is lighted and a Christmas program is presented.

HOMECOMING

Homecoming at Stetson is held in the winter. The emphasis is placed on providing a program which students as well as returning alumni can enjoy. It is traditional to bring to the Edmunds Activities Center some outstanding entertainment, in addition to the Homecoming basketball game and various activities where old friends can renew acquaintances and meet present students.

GREEN FEATHER

Every Fall, Stetson students have their own community fund drive. "Green Feather Week" involves many students who raise funds by participating in variety shows, art festivals, flea market sales, and many other activities climaxed by a gala Carnival at the end of the week. Annually students raise between eight and ten thousand dollars to share with the United Fund of Volusia County and with worthy organizations in the community.

PARENTS' WEEKEND

Stetson's 25th annual Parents' Weekend will be held April 6-8, 1984. Each year some 1,200 parents come from all parts of the country to participate in the weekend activities. Emphasis is placed upon providing opportunities for parents to meet and visit with faculty and administration and "to become acquainted" with the campus.

MODEL SENATE

Stetson will host its 13th annual Model Senate on March 2-4, 1984. This unique program is planned and executed by students with the assistance of professors in the Department of Political Science. Student delegates throughout Florida and the Southeast assume the role of a United States Senator and have the experience of introducing bills, discussing and voting on legislation, participating in caucuses, and meeting visiting political leaders.

RELIGIOUS PROGRAMS

Among the many noteworthy religious programs scheduled during the year are the Christian Commitment Preaching Series held in September and the Christian Theology series which bring many outstanding theologians to our campus. All members of the University Community are encouraged to participate in the interdenominational chapel service held in Elizabeth Hall each Wednesday morning. A variety of worship experiences is planned by the Chapel Committee which is composed of students, faculty, and administrators. In addition to on-campus activities, students are encouraged to become involved in the church of their choice in the DeLand community.

ARTISTS AND LECTURERS SERIES

The Artists and Lecturers Committee, composed of faculty and students, brings to the campus outstanding speakers and performers in the arts, letters, and science. The series supplements those areas of University curriculum that are already strong and adds variety by bringing programs in those areas not represented on our campus.

II

THE UNIVERSITY PHYSICAL PLANT

THE UNIVERSITY PHYSICAL PLANT—ACADEMIC BUILDINGS

DeLAND HALL, the first building constructed on the campus, houses the offices of the President, the Provost, and the University Alumni Affairs and Development offices. The building was followed in the early years of the University's growth by several other buildings which are still in use. All of them have retained their original architecture while undergoing modernization and repairs.

ELIZABETH HALL houses the administrative offices for Business and Financial Aid, Continuing Education and Graduate Studies, the main auditorium, and a large number of classrooms of the Liberal Arts College. This red brick building with the white cupola was patterned after Independence Hall in Philadelphia.



ELIZABETH HALL

FLAGLER HALL was originally built to house the Science Department and the College of Law. It is now used for Liberal Arts classrooms, and the data processing center. In 1977 the University renovated the building so that it could be used for additional classrooms and office space. In the summer of 1978, the offices of Admissions, Registrar and Student Affairs moved to this building.

SAMPSON HALL was Stetson's first Library building. When a new Library was constructed, the interior of Sampson Hall was restructured to house the Departments of Art, Foreign Languages, and American Studies.

The duPONT-BALL LIBRARY was completed in 1964. It is a beautiful, modern building which contains more than 400,000 catalogued items. Stetson was the first depository of Federal Government documents in Florida, and has since been appointed to be depository of Florida Government documents.

One note of special interest to most students is that the entire library was moved from its former building, Sampson Hall, to the new building

in one day by the Stetson community. Led by the President of the University, every administrative officer, faculty member, student, and employee of the University carried books by hand to their new quarters. It was an accomplishment thought to be unique and hitherto unknown. The event was highlighted by a barbecue picnic at noon for the entire campus and was shown on national television news programs.

DAVIS HALL, the building which houses the School of Business Administration, was constructed in 1966.

SAGE HALL, a modern science center housing the Departments of Biology, Chemistry, and Physics was completed in 1967.

PRESSER HALL, the School of Music Building, was dedicated in 1970.

DeLAND HALL—The original DeLand Academy which was the beginning of Stetson University. Renovations were completed in 1981.



RESIDENCE HALLS AND OTHER CAMPUS BUILDINGS

Women's Residence Halls

STETSON HALL was the first building constructed to serve as a residence hall. It housed faculty members and students and also provided office space for some of the administrative offices. It has been enlarged and completely modernized to serve as a women's residence hall.

CHAUDAIN HALL was the first dormitory constructed to serve as a women's residence hall. It has been enlarged and modernized through the years, and major renovations were completed in 1982.

CONRAD HALL was built originally to house men students. When a new complex of residence halls for men developed, Conrad was renovated to house women students. Extensive renovations will be completed in 1983.

EMILY HALL was first occupied in 1955. Since that time a new wing has been added.

WEST UNIVERSITY HALL, located across from the tennis courts on West University Avenue, was renovated in 1981 and houses over thirty women students.

HOLLIS HALL was originally built to house men students. It was renovated in 1983 and houses forty-eight women students.



CHAUDAIN HALL



Men's Residence Halls

CARSON, GORDIS, and SMITH HALLS were constructed at the same time and are therefore of similar style and architecture. These three buildings were named in honor of three well-loved professors who taught at Stetson for many years.

The newest residence hall for men is built in five modules, each housing thirty men. This building is still known simply as "NEW MEN'S HALL."

The WHEELER HOUSE is a co-op house which accommodates eleven men.

FRATERNITY ROW is a circle behind the Edmunds Center where Pi Kappa Phi, Lambda Chi Alpha, Pi Kappa Alpha, Delta Sigma Phi and Sigma Phi Epsilon have their living quarters. Sigma Nu has a house on privately owned property adjacent to these five. Phi Sigma Kappa has a house located near the men's residence halls, and Alpha Tau Omega is housed across from Davis Hall.

OTHER BUILDINGS

ALLEN HALL was built by Florida Baptists to honor a former Stetson president, Dr. William Sims Allen. The primary purpose of the building is to house religious activities, to provide space for worship and recreation and for the Baptist Campus Ministry offices. The building also presently serves an academic purpose in providing offices and a classroom for the Department of Religion.

The **WESLEY HOUSE** is the base for Methodist student activities.

STOVER THEATRE—This building, named in honor of Dr. Irving C. Stover, who was a professor of Speech and Drama at Stetson for more than fifty years, is the site of many plays and musical productions during the year. Recently the auditorium underwent extensive renovations providing new upholstered seats arranged to give an excellent stage view from every one. Also, new air conditioning and heating, carpeting, and other features have been installed to make this theatre one of the finest facilities for educational theatre in the area.

THE PANHELLENIC LODGE houses the social area and Chapter meeting rooms of six sororities: Alpha Chi Omega, Alpha Xi Delta, Delta Delta Delta, Phi Mu, Pi Beta Phi, and Zeta Tau Alpha. Kappa Alpha Theta, Stetson's newest sorority, has a lodge adjacent to the Mini-Sub. The groups hold their weekly meetings and many of their social activities in these suites, but sorority members live in the residence halls.

BRITAIN HALL houses the ROTC program and provides classrooms and recreational facilities for students enrolled in the military program.

ALUMNI HOUSE—This small, two story building which is headquarters for the News Bureau and Public Relations office was among the first homes built in DeLand. It was a gift to the University and has been preserved in its original structure.

The "**MINI-SUB**" is a small building near the union building where the office of the Stetson Union Board is located and where various activities sponsored by the Union Board are held.

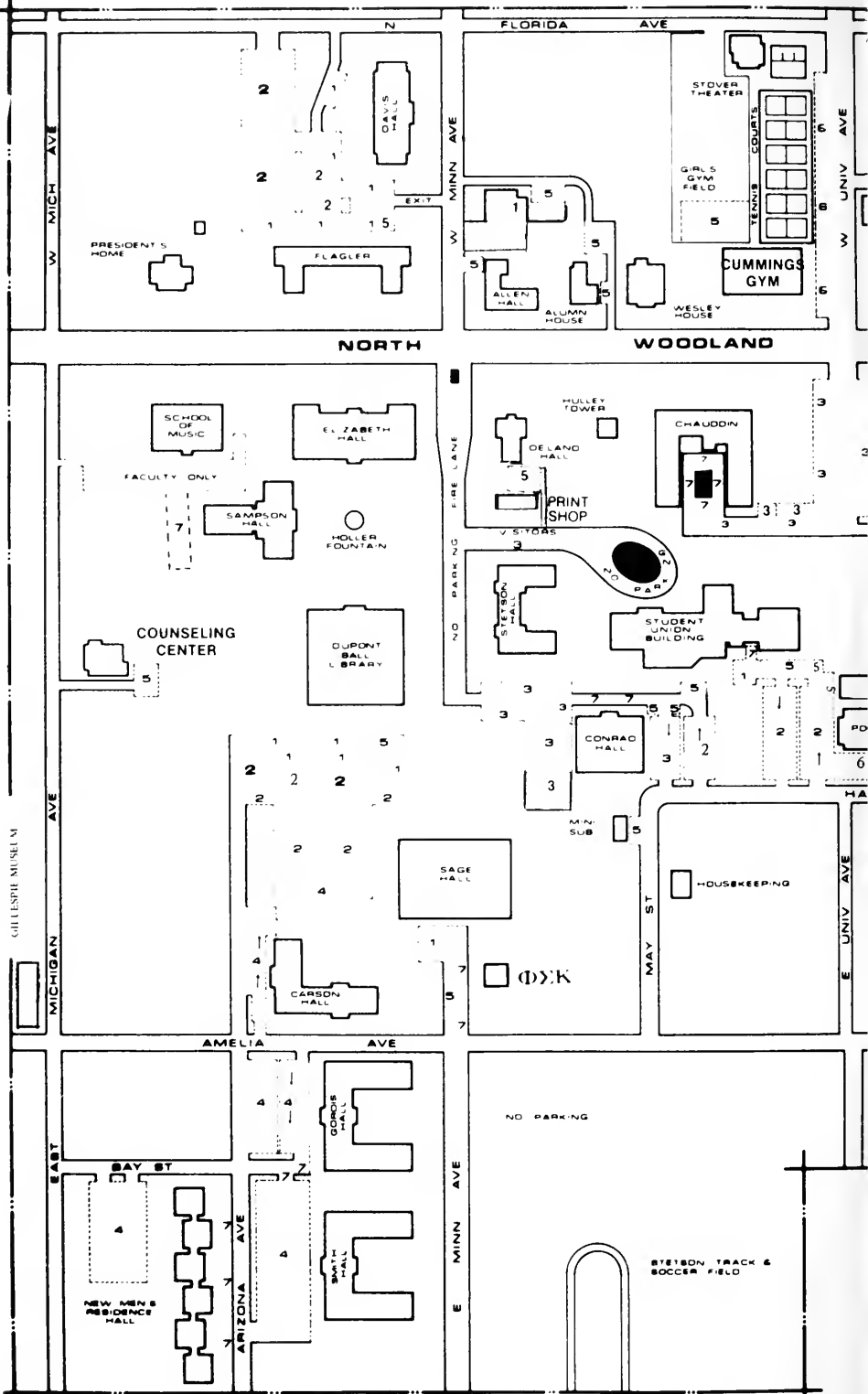
THE COUNSELING CENTER is located in a large brick building near the Library. It is locally referred to as THE BRICK PALACE and was at one time the privately-owned home of a DeLand family. It is to this center that students may go for counseling concerning personal and vocational problems and is also the location of the Office of Career Planning and Placement. The staffs of the Counseling Center and the Division of Student Affairs work in close cooperation with each other.

The EDMUNDS ACTIVITIES CENTER is the newest building on the campus. It was completed in 1975 and is named for a former President, now Chancellor of the University, Dr. J. Ollie Edmunds. This multi-purpose building contains staff offices and classrooms for both women's and men's physical education departments. It houses the basketball court of the Stetson Hatters, and provides for all students recreation rooms, saunas, weight lifting and various other equipment for athletic activities. The building is also constructed to be used for dances, concerts, and entertainment of all kinds. The acoustics of the building make it possible to have a wide range of speakers and musical programs. The Activities Center seats 3,800 comfortably and space permits additional seating up to 5,000. It has been filled to its greatest capacity on numerous occasions for basketball games, popular music concerts, and Commencement exercises.

The CARLTON UNION BUILDING, located in the center of the campus, was constructed in the mid-fifties. In 1968 the name was changed from the Stetson Union Building to Carlton Union Building in honor of former Governor of Florida, Doyle E. Carlton, who served many years as Chairman of the Stetson Board of Trustees. This large building incorporates the food services, including the cafeteria, the grill (known as the "HAT RACK"), private banquet rooms, and the President's Dining Room for official University entertaining. The Union Building also includes the University Bookstore, the Post Office, the Security and Traffic offices, the office of the Director of the Union, committee rooms, guest rooms (which may be rented by parents and prospective students when available), recreation rooms, and a large student lounge. A large recreation area including ping pong and pool tables, electronic games, and a coffee house lounge area is located on the second floor of the north end of the building.

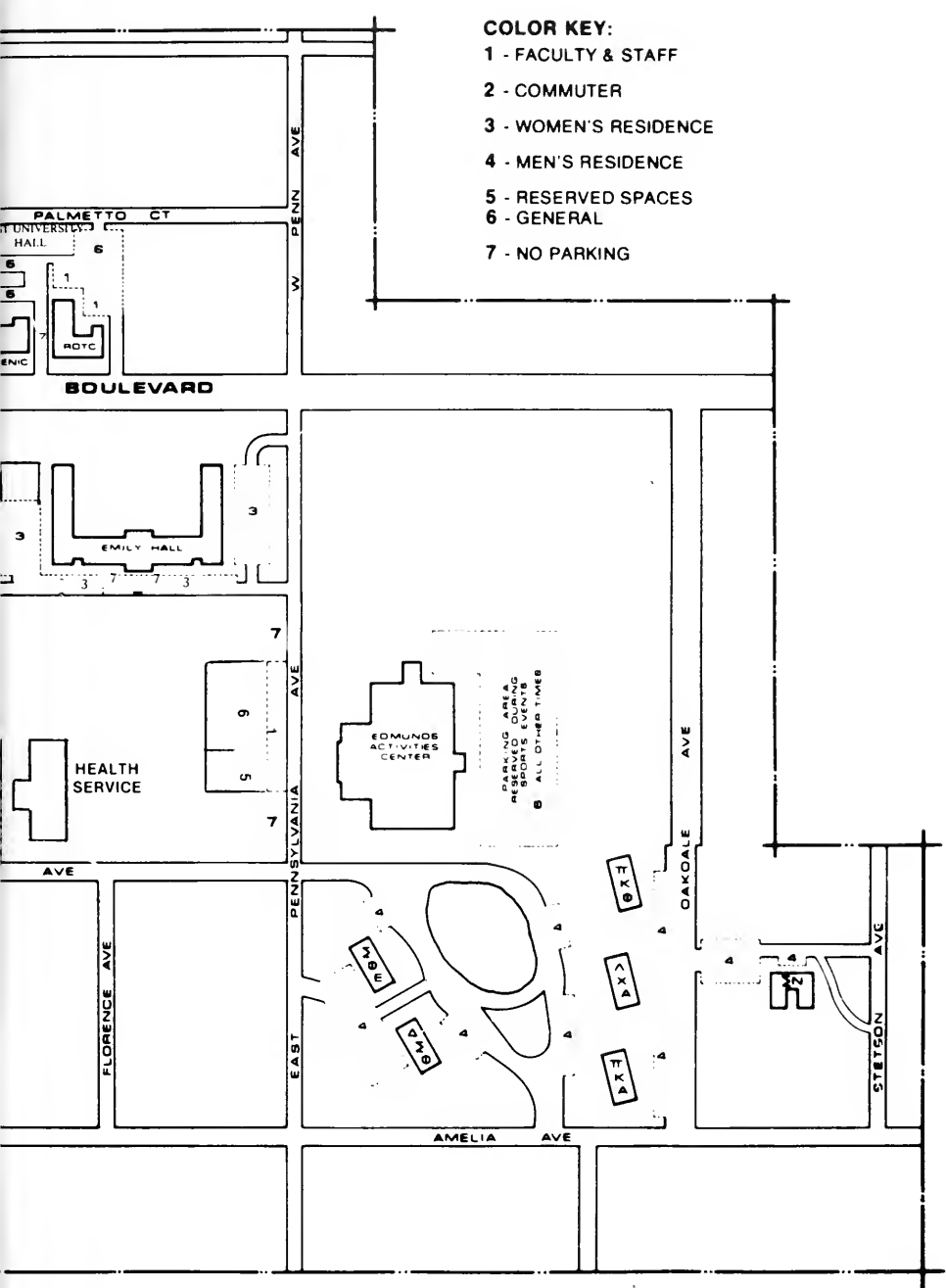
To use the committee rooms, the Private Dining Room or Stetson Room, reservations must be made with the Director of the Union Building. The Director's office is located on the second floor in Room 201.

The Carlton Union Building also houses the Student Government Office and the work areas for the *Reporter*, the student newspaper, the *Hatter*, the yearbook, and *Touchstone*, the literary magazine.



COLOR KEY:

- 1 - FACULTY & STAFF
- 2 - COMMUTER
- 3 - WOMEN'S RESIDENCE
- 4 - MEN'S RESIDENCE
- 5 - RESERVED SPACES
- 6 - GENERAL
- 7 - NO PARKING



STETSON UNIVERSITY PARKING DIRECTORY



III

ACADEMIC INFORMATION

ACADEMIC INFORMATION

The Stetson University Bulletin is the official University publication which contains information regarding degree requirements, grades, class attendance, academic probation, etc. The Academic Information booklet provides sample programs. Students should read these publications carefully. It is hoped that by using the three books to supplement each other, students will find the answer to most of their questions.

DEGREE REQUIREMENTS

In addition to the printed explanations, the Office of the Registrar maintains an up-to-date "check sheet" for each student. This outlines the requirements of the student's major and records his progress toward his degree. The student is sent a copy of the check sheet each semester prior to academic advising and registration. Additional copies are 50¢ each.

CHANGE OF MAJOR

The "check sheet" in the Registrar's Office is maintained according to the major that is recorded for the student. A student wishing to change a major does so in the office of his respective academic dean, who in turn notifies the Dean of Student Affairs.

ACADEMIC RECORDS

Academic records (transcripts) are maintained in the Registrar's Office. A student may examine his/her personal record upon request. The record is not released except on the student's written permission. Exceptions to this policy are administrative and faculty personnel within the University who have a need to know. The first transcript is provided at no cost, while each additional copy is \$2.00. Transcripts are withheld if the student is not in good financial standing with the University.

GRADE POINT AVERAGE

Only courses completed at Stetson are included in a student's cumulative grade point average. Credits accepted from other institutions are included in the total hours earned but do not affect the grade point average except in those rare instances when a transfer student is admitted with less than a C average. Upon admission, a student is required to earn a grade point average at Stetson sufficiently high to compensate for the deficiency brought from the former institution.

A student who wishes to transfer in credits from summer sessions or other terms is governed by this same policy. A student who earns less than a C average at other institutions must have surplus grade points here so that he/she has a "C" average in all work attempted. The student who is already on academic probation or who has exactly a 2.0 average will lower an average by unsatisfactory work elsewhere.

For graduation, a student must present a minimum of 128 semester hours and 256 quality points. The minimum quality point ratio for graduation is 2.0. This ratio is obtained by dividing the total of hours attempted,

including all courses failed. Grades cannot be changed after they have been recorded in the Office of the Registrar without specific recommendation by the faculty member concerned and written approval by the respective academic dean.

ACADEMIC LOAD

A student must average 14 hours per semester and 4 hours each winter term in order to graduate in four years. Students frequently adjust this load for various reasons. They should be reminded that a student who carries less than 12 hours is a *part-time* student. A part-time student does not qualify for the Honor Roll or Dean's List and may not qualify for certain kinds of financial aid or for other benefits which require certification of full-time status. For the Winter Term less than three hours is considered part-time while less than six hours is considered part-time for summer school.

CHANGE OF REGISTRATION (DROP/ADD)

During the first few days of each term, an opportunity is accorded students to make changes in their class schedules. The exact dates for this period vary each term and are published in the official university calendar included in this bulletin. The necessary change-of-registration forms are available in the Registrar's Office. Within the drop/add period, a certain initial period of time is allowed for students to add as well as drop courses, followed by a period of time in which students may only drop courses without academic penalty. It is imperative that students consult the University calendar for the exact dates provided each term for adding or dropping courses. A change of registration after the "add" period does not reduce charges. A course dropped after the "drop" period automatically carries a grade of XF.

PASS/FAIL

Juniors and seniors are allowed two pass/fail electives which are excluded from their grade point averages. These electives must be beyond all University requirements and outside the division in which the student is majoring. To exercise this option, the student must obtain a request for a pass/fail elective from the Office of the Registrar and have the form signed by the faculty advisor during the drop/add period. Such a request cannot be initiated after the last day to add a course.

During the winter term there are many pass/NC (no credit) options available. These are outside the restrictions outlined in the paragraph above and are arranged directly with the instructor of the course.

ACADEMIC HONORS

A student who has been in residence four years and whose cumulative grade point average (GPA) is 3.5 is graduated *cum laude*; if it is 3.7, he is graduated *magna cum laude*; and if it is 3.9, he is graduated *summa cum laude*.

The academic requirements for honors must be met both on all graded work taken at Stetson *and* on all the combined graded work taken at Stetson and at other institutions.

A transfer student who completes at least 64 hours at Stetson is eligible for all graduation honors.

The Honor Roll includes undergraduates with a 3.0 average based on twelve hours work, with no grade below a "C". The Dean's List includes juniors and seniors with a 3.5 average based on twelve hours work, and no grade below a "B".

ACADEMIC PROBATION AND SUSPENSION

Any student whose cumulative academic average falls below "C" will be placed on academic probation, which is continued until a "C" average is regained. If a student on probation does not earn a "C" average in a semester, he may be dropped from the University. A freshman who in his first semester fails all of his work or a student who in a subsequent semester fails half his work may be dropped. A student dropped for academic failure may not re-enter the University except by permission of the dean of the college or school. If he is re-admitted, such a student resumes probationary status. Students receiving V.A. educational benefits, if readmitted, may continue on probation for one semester. If they do not maintain a "C" average for that semester they will be reported to the Veterans Administration as not making satisfactory progress toward their degrees.

ACADEMIC WITHDRAWAL

Official withdrawal from the University can be granted only after proper clearance from the Dean of the college or school concerned, the Office of Student Affairs, and the Comptroller's Office. Students who leave the University without permission automatically suspend themselves, and can be re-admitted only by special approval of the University Committee on Admissions. A grade of "F" is recorded in such cases, for all courses. If the student officially requests withdrawal and it is approved before the first grade inventory (See the Academic Calendar in the University Bulletin for the appropriate date) a grade of "W" will be given. After the first grade inventory such withdrawal will result in a grade of "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) according to the instructor's estimate. Both "WP" and "WF" earn no quality points but "WF" is treated as hours attempted in computing the G.P.A. The withdrawal process begins in the Office of Student Affairs. No student is allowed to withdraw from school during the last two weeks of classes or final exam week for the two wing semesters, and during the last week of classes in the Winter Term. If, however, there are strong mitigating circumstances warranting such a request for withdrawal, the Office of Student Affairs will hear the request.

CLASS ATTENDANCE

Independent study is encouraged at the University, but regular attendance is required in most classes. Stetson prescribes no general attendance

rule. The individual colleges and schools may establish advance regulations, but usually attendance requirements are established by individual professors for their own classes.

CLASS SCHEDULE

Classes for the fall and spring semesters are scheduled as follows:

Monday-Wednesday-Friday

8:00-8:50
9:00-9:50
10:00-10:50(M,F)
11:00-11:50
12:00-12:50
1:30-2:20
2:30-3:20
3:30-4:20

Tuesday-Thursday

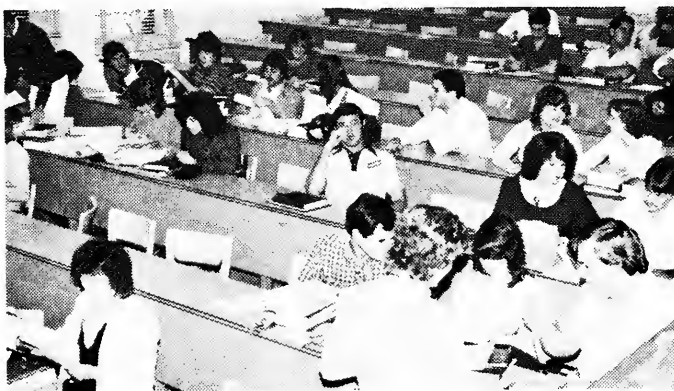
8:00-9:15
9:25-10:40
10:50-12:05
12:50-2:05
2:15-3:30

FULL-TIME STUDENT

Students who take 8 hours or more pay full tuition. The tuition for a class load less than 8 hours is based on a per hour charge. For all academic and financial aid purposes a full-time student is one who is taking a minimum of 12 hours (winter term: 3 hours; summer: 6 hours).

GRADE INVENTORIES

Once each semester, at mid-term, unsatisfactory grades are reported. This report is called a grade inventory. Only grades less than C are reported and these are not recorded on the student's permanent record. They are simply to give the student an idea of progress up to the time of the inventory. The Academic Deans send to each student a copy of the report. It is the student's responsibility to arrange for conferences with the instructor, faculty advisor, a student dean, or anyone else whom the student feels may be of help.



IV
STUDENT LIFE, SERVICES AND ORGANIZATIONS

STUDENT LIFE AND STUDENT SERVICES

The Division of Student Affairs is the coordinator for all matters pertaining to student life in non-academic affairs. Since it is impossible to separate the non-academic entirely from the academic, the Dean of Student Affairs and his staff work cooperatively with academic deans and faculty members who are charged primarily with the academic pursuits of the students. The officers directly responsible to the Dean of Student Affairs are the Director and Assistant Directors of Residential Life and the Director of Student Life who staff the Office of Student Affairs in Flagler Hall. They share with the Dean of Student Affairs the responsibility for handling resident and off-campus housing, for selecting and training residence hall staff, for services and activities. Each staff member is responsible for specific areas of student life, but all are available to any student who seeks help in the areas of Student Affairs.

Other officers responsible to the Dean of Student Affairs are the Director of the Carlton Union, the Director of the Student Health Service, the Director of Career Planning and Placement, and the Director of Security and Traffic. Closely related to the Division of Student Affairs are the Director of the Counseling Service, the Director of Church Relations, and The Director of Intramural Sports.



STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee is composed of students, faculty and administrative members. This Committee has functioned as a presidential committee since 1955 when it was established to deal with the non-academic areas of student life and to serve as a coordinating and advisory body for student organizations.

The Committee is responsible for approving new organizations, and changes in constitutions and by-laws of organizations. Any residence hall or University social regulation or policy comes first to the SAC for approval or for recommendation to the Dean of Student Affairs or to the Provost, depending upon the nature of the policy. The Dean chairs this important Committee.

Included in the Committee's student membership are representatives from the Student Government, the Judiciary Council, the Student Publications Board, the Stetson Union Board, the Religious Life Council, the Interfraternity and Panhellenic Councils, the residence hall staff, and elected representatives from each of the three schools on the DeLand campus (Liberal Arts, Business Administration, and Music). All organizations on the campus receive their approval for official recognition from the SAC.

UNIVERSITY RESIDENCE HALL INFORMATION

Stetson University prides itself on being a residential University. Approximately 1,500 undergraduate students are housed on campus in University residence halls. Stetson is concerned not only with the formal education of its students but with their total development. It is largely through the residence hall program that this effort toward personal growth and development is made manifest.

THE RESIDENCE HALL STAFF

Each of the residence halls has a Head Resident and a staff of Resident Advisers (RA's.) The total staff is composed of over 120 students. Each spring a large number of applicants are carefully screened and selected to serve in this capacity. There are pre-school Fall workshops and on-going workshops throughout the year under the direction of the Department of Residential Life in which the staff members are trained for their responsibilities. The Stetson University Residence Hall Staff is committed to working with students in the development of a sense of community conducive to academic and personal growth through programming, advising, and acquainting students with the total college experience.

RESIDENCE HALL POLICIES

Residence Requirements—

All students **MUST** live in the residence hall unless they meet one or more of the following criteria:

- A. The student has reached age twenty (20) by registration day of the Fall Semester;
- B. The student is married and lives with spouse;
- C. The student resides with immediate family and commutes to class (member of family for this purpose is defined as parent(s), guardian, uncle, aunt, grandparents, or brother/sister who are not themselves enrolled at Stetson University);

D. The student has earned sixty-four hours (64) academic hours (junior status) excluding CLEP hours.

Stetson University Housing Agreement—

The University desires to provide housing at the highest possible quality at the lowest possible rate. For this reason, all students who live on campus are required to sign a Housing Agreement. This agreement notes the terms and conditions, additional conditions and responsibilities, residency requirements, cancellation procedures, and refund of monetary payments. Detailed information is available from the Department of Residential Life.

Residence Hall Procedures—

Members of the University community who wish further information regarding Residence Halls, University policies and operation, should consult the Residence Hall Guidebook. Students interested in securing a Residence Hall assignment and students presently residing in University housing are urged to be familiar with the information and housing policies stated in the Guidebook.

The Residence Hall Guidebook complements the *Student Handbook* with relation to specific residence hall policies and procedures. It does not, though, negate adherence to the *Student Handbook* regulations.

STUDENT HEALTH SERVICE

Stetson provides a full-time health service under the direction of the University physician. In addition, the staff consists of one advanced registered nurse practitioner, five nurses, a consulting pharmacist, and a consulting psychiatrist. The physician is in the Health Service at 1:00 p.m. on Monday, Tuesday, Thursday and Friday and at 8:00 a.m. on Wednesday. He is available at any time for emergencies or advice.

Students are requested to observe the regular Health Service hours—7:00 a.m. to 10:00 p.m.—daily except in emergencies. A nurse is on duty for emergencies from 10:00 p.m. to 7:00 a.m. On week-ends, the health service is closed from 7:00 a.m. Saturday to 7:00 p.m. Sunday except for clinic hours from 12:00 p.m. to 2:00 p.m. on Saturday and Sunday. If medical assistance is necessary during the time that the health service is closed, students are asked to use the emergency room of West Volusia Memorial Hospital which is located five minutes from the campus.

The staff is available for assistance and counseling, and students can feel free to go to the Health Service to discuss any problem related to their physical or emotional welfare.

Medical excuses covering absence from class or University exercises are not issued by Student Health Service. Course requirements, attendance, opportunities and methods of making up missed work are functions of the faculty and academic administration. However, when an instructor feels it necessary to verify a student's statement of illness, he/she may do so by contacting the Health Service. The student should be seen at the Health Service the day of illness for medical treatment as well as verification of illness. Students will be charged for all antibiotics and prescription medication.

ALLERGY HOURS

Allergy clinic hours for students referred by their allergist are Monday, Tuesday and Friday from 9:00 a.m. to 11:00 a.m. Allergy shots will be administered by a Registered Nurse under the close supervision of the University physician.

HEALTH INSURANCE

It is very important that students and parents understand that the University does not provide any form of insurance for students. It is also very important for students who are included in family policies to bring this information and have the policy numbers available in the event of accident or emergency illness.

CARLTON UNION PROGRAMS

The Director of the Carlton Union has his office in the Carlton Union Building (Room 201). He works as advisor to the Stetson Union Board which is the student committee responsible for planning and promoting many of the student activities held on the campus. The Director, working under the auspices of the Office of Student Affairs, is responsible for the coordination and implementation of many University-wide events. In addition to advising and planning with the Stetson Union Board, he cooperates with the Artists and Lecturers Committee, and various other committees and organizations.

STETSON UNION BOARD

The Stetson Union Board is the student organization responsible for most of the student activities, services and entertainment on the campus. The Board consists of a president, vice president and eight representatives-at-large, all elected annually, and nine committee chairpersons who are appointed by the entire Board. The committee chairpersons, working with their respective committee members, oversee the activities and events in their particular area. The eight committees are as follows:

The Cellar Door — provides coffee-house type entertainment.

Concert — plans and implements all popular concerts.

Films — provides weekly films, usually on Friday nights.

Fine Arts — plans activities dealing with the arts; also keeps students informed of area art offerings and at times provides transportation to these events.

Public Relations — publicizes all SUB activities; also operates the poster room—a campus-wide poster printing service.

Radio — WSTN, a closed circuit radio station, broadcasts in the Carlton Union Building.

Recreation — sponsors canoe trips, backpacking trips, fishing expeditions, Bowl-a-Rama, etc. Also oversees camping equipment rental.

Student Services — operates the recreation area at the north end of the second floor of the Carlton Union Building and is responsible for student refrigerator rentals.

In addition to its regular activities, the Board is constantly striving to implement new ideas and functions. Leadership opportunities and sound administrative experiences are just two of the fringe benefits of working with the SUB. The Mini-SUB, site of the Board's office, is located directly behind Conrad Hall.

THE CONSTITUTION OF THE COMMONWEALTH OF STUDENTS OF STETSON UNIVERSITY

(As Amended October-November 1978)

ARTICLE I. PURPOSE

The Commonwealth of Stetson Students as an integral part of our University shall promote community government by seeking student representation and participation at all levels of the decision-making process.

ARTICLE II. MEMBERSHIP

The Commonwealth of Stetson Students shall be composed of the Stetson Union Board, the University Judiciary Council, and Student Government Association. Each of these organizations shall be separate and of equal standing in the Commonwealth of Stetson Students. No person shall hold executive office in more than one of these organizations.

ARTICLE III. RESPONSIBILITY

The Commonwealth of Stetson Students shall be responsible to the student body of the University and subordinate to the Student Affairs Committee of the University.

ARTICLE IV. INCORPORATION OF ORGANIZATIONS

The Stetson Union Board, the University Judiciary Council, and the Student Government Association shall be incorporated as organized in their respective constitutions. These constitutions, together with appropriate by-laws, shall be consistent with this Constitution of the Commonwealth of Stetson Students.

ARTICLE V. EXECUTIVE COUNCIL

The Executive Council of the Commonwealth of Stetson Students shall be composed of the Presidents of all Commonwealth organizations. The purpose of this Council shall be to serve as a unifying body and to promote cooperation between all Commonwealth organizations. This Council shall meet to review amendments to this Constitution as required in Article VII and to discuss matters of concern to the Commonwealth. No individual member of this Council shall have the power, expressed or implied, to represent any Commonwealth organization other than the one which that individual serves as President, except in instances in which this Council has expressly written and signed a Resolution and has chosen one of its number to present that particular Resolution.

ARTICLE VI. STUDENT ELECTION CODE

Section 1: Authority

The responsibility for elections to offices in Commonwealth organizations, the Publications Board, and to student membership on the Student Affairs Committee of Stetson University shall be that of the Student Affairs Committee. The conduct of such elections shall be delegated by the Student Affairs Committee at its discretion to the Student Government Association who shall:

- A. coordinate all election activities as to the times and places of such elections;
- B. establish uniform rules for the conduct of all elections;
- C. determine the content of ballots and supervise same; and
- D. review disputes regarding the conduct of all elections.

Section 2: Committee on Elections

A. The enforcement of the provisions of this STUDENT ELECTION CODE Shall be the responsibility of the Committee on Elections of the S.G.A. This Committee shall be composed of five (5) persons elected by a two-third ($\frac{2}{3}$) vote of the S.G.A. one of whom shall be the Director of Elections appointed by the President and confirmed by a two-third ($\frac{2}{3}$) vote of the S.G.A. The Director of Elections shall serve as chairperson of this Elections Committee.

B. The Committee on Elections shall:

1. compile a list of elective offices and maintain a current list of qualifications for holding such offices;
2. maintain a current copy of the elections rules of student organizations whose elections are conducted under this CODE.
3. arrange for the training and placement of all poll workers;
4. prepare the ballot and maintain its security;
5. enforce the rules and regulations pertaining to campaigns;
6. prepare the Declarations of Candidacy;
7. maintain a master roster of all students eligible to vote;
8. post the preliminary ballot at least four (4) days preceding the election on the S.G.A. bulletin board and send a copy to the *Stetson Reporter* so that it may appear in the issue immediately preceding the election. The final ballot shall be posted in the same location two (2) days before election day;
9. tabulate the ballots as well as notify the winner, the Dean of Student Affairs, and the presidents of student organizations whose elections are conducted under this CODE.

Section 3: Qualifications of Electors

A. Any registered student of Stetson University on the DeLand campus shall be a qualified elector for the purposes of student elections.

B. Each qualified elector may be required to present a valid student I.D. Card as evidence of registration.

Section 4: Dates of Elections

A. The S.G.A. or its president shall designate an election day and a runoff election day at least four weeks prior to the dates established. Immediately thereafter, the Director of Elections shall notify the *Stetson Reporter* of the election dates and the offices to be filled by the election.

B. Election day shall be a Wednesday and Runoff Election day shall be the following Monday, unless the Assembly determines by a two-thirds vote to the contrary.

Section 5: Declaration of Candidacy

A. All candidates shall sign a Declaration of Candidacy in the Office of Student Affairs during the second full week of classes prior to the day of the election.

B. The Declaration of Candidacy shall include:

1. an oath of candidacy which shall state:

“I hereby certify that I have met the minimum qualifications to run for the office that I seek, that I know my responsibility for abiding by the election regulations, that the information I supply herein is correct, and that I understand that if

these standards are not met I am liable for disciplinary action, including fines or disqualification.”

2. the minimum qualifications for each office
3. the number of seats open for each office

C. The candidate shall be given a copy of the campaign regulations upon his/her declaration of candidacy.

D. The Committee shall obtain the Declaration of Candidacy at the conclusion of the qualification period. At that time, they shall inform the Presidents or Chairpersons of the organizations whose elections are conducted under this Code of the names of the candidates for positions in their organization.

Section 6: Qualifications

A. The President or Chairpersons of student organizations whose elections are conducted under this Code shall be required to file with the Committee on Elections of the S.G.A. a copy of their organization's constitution, by-laws and a list of the minimum requirements for the offices in their respective organizations.

B. No candidate may be placed on the ballot who does not meet the minimum requirements for that office as established by:

1. the Student Affairs Committee or
2. the organization for which the candidate seeks office.

C. The Committee on Elections shall be responsible for initially determining whether a candidate is duly qualified.

D. No student may run for more than one office per election.

Section 7: Ineligibility of Candidates

A. This Section shall apply only to rulings of ineligibility based on previously established candidacy requirements. An initial ruling of ineligibility may not be made any later than four (4) full days before the opening of the polls. Any disputes over eligibility that extend beyond the time limits of this Section shall become a post-election petition handled through Section 13 of this CODE.

B. The Committee on Elections shall investigate the candidacy of each person seeking office to determine whether he or she meets the minimum requirements for the desired office.

C. If it appears to the Committee that a candidate does not meet the minimum requirements for office, they shall rule that person ineligible for candidacy. The Committee shall then notify both the candidate, the S.G.A. President, and the Dean of Student Affairs of the ruling and the reasons for that ruling.

D. The Presidents or Chairpersons of student organizations whose elections are conducted under this CODE may file with the Committee on Elections of the S.G.A. a petition requesting that a candidate be ruled ineligible to run for an office. The petition must be submitted no later than four (4) full days before the opening of the polls and shall state:

1. the grounds for the ineligibility, and
2. whether the organization has taken any official action on that case or in another preceding similar case.

Upon receipt of the petition, the Committee shall investigate and make a ruling. The Committee shall then notify the candidate, the petitioner, the S.G.A. President, and the Dean of Student Affairs of the ruling and the

reasons for the ruling.

E. A candidate or a petitioner may appeal the ruling of the Committee through the following channels:

1. First, the candidate or the petitioner may request a hearing from the Committee on Elections which must meet within 24 hours after a written appeal request is filed with the Committee.
2. Second, the candidate or petitioner may request that the S.G.A. review the decision of the Committee on Elections. The S.G.A. may uphold or overturn the decision of the Committee. If the S.G.A. cannot be called into session, the Student Affairs Committee may be requested to make a final review at either a regular or special session.
3. Third, the candidate or petitioner may further appeal under the provisions of Part F of Section 13 of this CODE. An appeal under the provisions of this Section may not be initiated any later than four (4) days before the opening of the polls.

F. A decision to include or exclude a candidate's name from the ballot shall become final at the close of the highest level of appeal that is utilized before the beginning of the two day period, immediately prior to the opening of the polls. If a decision is not appealed before the beginning of the four day period prior to the opening of the polls, it shall become final at that time. When a decision becomes final, the Director of Elections shall notify the following:

1. all other candidates for that office
2. the President or Chairperson of the organization affected
3. the Dean of Student Affairs
4. the student in question

Section 8: Ballots

A. The official ballot shall be prepared by the Committee on Elections and approved by a $\frac{2}{3}$ vote of the S.G.A. (Voting members present). If there is no S.G.A. meeting between the completion of the final ballot and the election, the ballot shall be approved by the Committee on Elections with the Dean of Student Affairs consent.

B. The lists of qualified candidates shall be placed on the ballot when the following provisions are met:

1. The Student Affairs Committee has certified their approval to a referendum for a constitutional change that must be voted on by the students, OR
2. The S.G.A. has certified that signatures on a constitutional amendment petition (initiative) are valid.
3. The S.G.A. may deny the placement of an initiative petition on the ballot for one of the following reasons:
 - (a) the amendment deals with more than one principle subject matter;
 - (b) the amendment is semantically defective or vague;
 - (c) the amendment is frivolous;
 - (d) the amendment is contrary to a superior University regulation which is not amendable by student action

If the S.G.A. decides not to place an initiative amendment on the ballot, the petitioners may take an appeal to the Student Affairs Committee.

D. Straw poll questions shall be placed on the ballot when approved by the S.G.A.

E. When the Official Ballot is approved by the S.G.A., it shall be made public by:

1. posting the ballot on the Student Government Bulletin Board at least two (2) days before the election.
2. delivering a sample ballot to the *Stetson Reporter*
3. mailing a copy of the sample ballot to the Presidents and Chairpersons of the various organizations whose members or officers are determined at general election.

F. All sample ballots shall be clearly marked "SAMPLE BALLOT."

G. Absentee Ballots are permissible when a student requests a ballot from the Committee on Elections due to absence on election day.

1. The Committee shall check the student's name off the master roster of students when the ballot is checked out.
2. An absentee ballot may be requested up until the day before an election and must be returned by election day.
3. The Committee shall be responsible for delivering ballots to students in the Student Health Service on election day.

Section 9: Campaign Regulations

A. There shall be no personal soliciting by the candidate or any person working in the interests of the candidate within 50 feet of the ballot box on the day of election. There are to be no campaign posters within this 50 foot radius on the day of election except in the cafeteria.

B. Defacing public property by writing on walls and painting on sidewalks or by posting campaign materials with nails, tacks, etc., on trees is strictly prohibited. Campaign materials shall be placed on or distributed in school buildings in accordance with the regulations set by the Dean of the School, by the custodian of the building, by the director of the residence hall, or the S.G.A. No campaign material is to be supported from the ground by stakes.

C. To post material on private property, the candidate must obtain the consent of the person in charge.

D. Any student maliciously tearing down, destroying, or otherwise damaging campaign posters or election materials erected on campus shall be brought before the S.G.A. for a hearing as provided in Section 13 of this CODE.

E. No candidate may have his or her name removed from the ballot after the beginning of the two day period that is immediately prior to the opening of the polls. The candidate's withdrawal statement must be in writing and must be delivered to the Committee on Elections before that time.

F. Candidates shall be responsible for removing their own placards within 48 hours of the completion of their election.

G. Every printed letter, flyer, poster, etc., shall bear the name of the person who authorized its circulation if other than the candidate, whose name appears on it.

H. Report of expenditures:

1. The candidate shall make an accurate report of the sources and amount of contributions and expenditures within one week after the election.
2. The Committee on Elections shall take all means necessary to publicize the reports of the candidates, including posting on the S.G.A. bulletin board and mailing a copy to the *Stetson Reporter*.

3. A candidate may receive contributions only from qualified electors.

I. A candidate may not use University office or organization letterhead stationery for campaign literature.

Section 10: Election Day

A. The Committee on Elections shall open the polls at 10:00 a.m. and close same at 6:00 p.m. on election day.

B. The polls shall be located at the front porch of the Carlton Union Building, plus any additional locations that the S.G.A. may determine.

C. There shall be a minimum of two poll workers at the ballot box at all times.

D. Ballots may be removed from the ballot box only by the Committee or two authorized poll workers.

E. All poll workers shall be trained and approved by the Committee.

F. No candidate shall work at the polls on election day or venture within a 50 foot radius except to cast his vote.

G. A student may be required to present his or her Student I.D. Card as evidence of being a qualified elector.

H. The Committee shall obtain a master roster of students which shall contain information regarding class and college. A check shall be placed by the name of each student voting. Checks made for the runoff election shall be made in a different color.

I. Upon completion of all voting, the number of students voting shall be determined from the master roster. Then the roster and ballots shall be secured and sealed by the Committee. No ballots may be destroyed until seven (7) days following the election or until the close of the final appeal if that is to occur more than seven (7) days after the election.

Section 11: Counting of Ballots

A. The procedure for counting shall be determined by the Committee on Elections.

B. No ballot may be disqualified if its intent is obvious to the Committee. If any part of a ballot is obviously invalid, it shall be disqualified and the number of votes cast in that specific race shall be adjusted accordingly.

C. Every candidate may designate one person (other than the candidate) to be present at the counting of ballots.

Section 12: Determining Winners and Runoff

A. All persons must win by a majority of votes cast. (except as provided for below.)

B. To determine the candidate that must run in a run-off, the following procedure shall be followed:

1. Any candidate receiving more than 50% of the votes cast shall be declared a winner.

2. Excluding the winning candidates' votes, the remaining candidates shall be ranked by their percentage of remaining votes cast from the greatest to the smallest.

3. The ranked candidates whose combined percentage exceeds 50% (excluding any winning candidates' votes) shall be included in the run-off.

C. 1. There shall be no more than two (2) run-offs for any specific race.

2. If at the end of the second run-off, no candidate possesses a majority of the votes cast, the candidates shall be ranked according to the number of votes cast from the greatest to the smallest. The candidate with

the plurality of votes will be the winner. Accordingly, if more than one position is still available, this ranking will be used to fill the positions.

D. If the constitution or by-law of student organizations whose elections are conducted under this CODE conflict with this Constitution of the Commonwealth, the provisions applicable to those organizations shall apply.

E. The S.G.A. shall certify to the presidents of the organizations and the Dean of Student Affairs the election results and the determination of winners.

Section 13: Adjudication of Disputes

A. This section shall provide for all disputes and alleged violations other than those covered by section 7 of this CODE.

B. The S.G.A. shall adjudicate any disputes or alleged violations of these rules and regulations. The S.G.A. shall guarantee every challenge a fair and impartial hearing conducted according to the guidelines outlined in part E of this Section. Complaints must be in writing, signed, and given to the President of the S.G.A. or to the Director of the Committee on Elections.

C. Upon receipt of a complaint, the S.G.A. President shall refer the matter to the Elections Committee, or to the S.G.A. at either regular or special sessions, or to Student Affairs Committee if the S.G.A. cannot be called into session.

D. Any violations of these rules by a candidate or a non-candidate shall result in one or more of the following penalties: a fine of \$5 to \$25 (payable to the Student Emergency Loan Fund), disqualification (where applicable), or referral to the Judiciary Council.

E. When the S.G.A. is called into session to adjudicate an election dispute, the S.G.A.'s regular procedural rules shall be suspended and the following procedure shall be followed:

The S.G.A. President shall:

1. call the hearing to order
2. have perjury slips signed
3. introduce the defendant(s) defense counsel, witnesses
4. "....., you have been charged with a violation of the Student Election Code, Section"
5. "How do you plead?"
6. The Director of Elections shall read the statement of violation
7. Statements from the witnesses
8. Defendant's statement and his/her witnesses
9. Defense counsel may question the witness against the defendant.
10. Open the floor to the S.G.A. for questions
11. Defense counsel's final questions and statement
12. Final questions from S.G.A. members
13. End of discussion
14. The hearing room shall be cleared of all non-assembly members.
If a plaintiff or defendant is an S.G.A. member, he/she must also leave the room.
15. Discuss innocence or guilt. Vote.
16. If guilty, discuss penalty. Vote.

In the event that the Student Affairs Committee serves in the place of the S.G.A. in an election dispute, it shall follow the above mentioned procedure. When this Committee serves as an appeals board, it shall proceed as directed by its Chairperson.

F. A request of an appeal of a decision of the S.G.A. may be made to the Chairperson of the Student Affairs Committee. The hearing before Student Affairs Committee shall be granted only on the following grounds:

1. The S.G.A. has violated a provision of this CODE.
2. The S.G.A. has violated a ruling provision of another student constitution.
3. The S.G.A. denied due process or a fair hearing for opposing parties.

ARTICLE VII AMENDMENTS

Amendments to this Constitution of the Commonwealth of Stetson Students may be proposed by any member of a Commonwealth organization. The proposed amendment must be in writing and co-signed by at least one member in each Commonwealth organization. After the members of the Executive Council have certified compliance with this requirement, they shall bring the proposed amendment to a vote before their respective organizations as soon as possible. Adoption of amendments to this Constitution of the Commonwealth shall require two-thirds ($\frac{2}{3}$) approval of each Commonwealth organization, except that ARTICLE VI STUDENT ELECTION CODE, also may be amended by a majority vote of the Student Affairs Committee.

THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

(As Amended May, 1981)

PREAMBLE

Recognizing the need for a representative student body at Stetson University, and

Recognizing the responsibility of every member of the Stetson Community for the successful education of Stetson students, and

Recognizing the necessity of its institution,

We, the students of Stetson University, do hereby establish the Student Government Association of Stetson University and commit ourselves, every student of this University, to participate as members of the Student Government Association, for the achieving of the goals of this organization.

ARTICLE I. PURPOSE

The Student Government Association shall have as its purpose to

- (1) foster discussion about,
- (2) suggest improvements in,
- (3) present student opinion on, and
- (4) propose changes concerning any aspects of life at Stetson University

ARTICLE II. DUTIES

The Student Government Association shall:

- (1) assist with coordinating Senior Activities and make recommendations concerning Commencement,
- (2) adopt and coordinate election activities,
- (3) provide counsel to students before administrators, boards, and the Judiciary Council,
- (4) recommend changes in the area of academics,
- (5) recommend appointment of student members of University committees,

- (6) guarantee the defense and enforcement of the rights of students, to wit:
- (a) There shall be no discrimination against a student, made solely because of sex, race, religion, national origin, or physical handicap. All students shall be equal before any disciplinary tribunal.
 - (b) All students maintain their constitutional guarantees to political freedom of expression, suffrage, and association.
 - (c) All students shall be secure in persons, papers, domiciles and effects from unreasonable inspections and seizures as established by law and University policy.
 - (d) No student shall be suspended, expelled, or excessively punished without fairness of treatment. The accused shall be advised of his rights. He shall be given a hearing, be afforded the right to assistance, may make a statement in his own defense, and cross-examine persons appearing against him. The accused shall always be afforded the presumption of innocence and punished solely upon the preponderance of direct evidence or testimony.
 - (e) The enumeration of certain rights herein shall not preclude the existence of other rights nor the prohibition of others, provided that they are derived from community government.

ARTICLE III. MEMBERSHIP

- (1) The membership of the Student Senate shall be composed of Stetson students elected by their peers according to the following geographical scheme: Two representatives from each of the men's and women's residence hall; two representatives from fraternity row residents; and four representatives from off campus students.
- (2) Membership of the Student Senate Shall include three representatives from the School of Business, three from the School of Liberal Arts, and three from the School of Music.
- (3) Each member must have and maintain a 2.0 GPA during his term.
- (4) No student may hold more than one representative seat on the Senate.

ARTICLE IV. THE STUDENT GOVERNMENT ASSOCIATION PRESIDENT

- (1) The Senate President shall:
 - (a) meet regularly with the Dean of Student Affairs and the University President.
 - (b) represent the students before the Board of Trustees as provided by University policy;
 - (c) may recommend candidates for University Committee positions to the Cabinet;
 - (d) submit to the Senate, Administration and Board of Trustees for its consent, a proposed budget for the following fiscal year. This budget shall include all Student Government activities for the following year.
- (2) The President shall have veto power over legislation originating in the Senate. The vetoed legislation must be sent back to the Senate for a re-vote by the next meeting. The Presidential veto may be

overridden by a two-thirds ($\frac{2}{3}$) vote of the Senate.

- (3) The President shall head the SGA Cabinet, which shall be composed of the Vice-President of the SGA and the Chairmen of the standing committees of the Senate.
- (4) The President shall be the administrative officer of the Student Government Association.
- (5) The SGA President shall have been a student of Stetson for at least one year and hold a GPA of no less than 2.25.
- (6) During the fall semester, the SGA President shall invite all the members of the Commonwealth organizations to a General Assembly for the induction of the new student officers. At such time, the University President, Provost, Dean of Student Affairs, SGA President, Judiciary Council President, and the Stetson Union Board President shall outline their goals and objectives for the coming year.

ARTICLE V. THE STUDENT GOVERNMENT ASSOCIATION VICE-PRESIDENT

The SGA Vice-President shall:

- (1) be elected by the students voting as a whole,
- (2) shall maintain the same qualifications for office as the SGA President,
- (3) shall chair the meetings of the Senate as the President of the Senate
- (4) shall assist the President as necessary and assume additional responsibility upon the direction of the Senate, and
- (5) shall sit on the Cabinet.

ARTICLE VI. THE STUDENT GOVERNMENT ASSOCIATION SECRETARY

The SGA Secretary shall:

- (1) be appointed by the SGA President with the approval of two-thirds ($\frac{2}{3}$) of the members voting,
- (2) record the proceedings of the Senate,
- (3) keep all records of the Senate in working order, and
- (4) be paid at a rate designated by the President and approved by the Senate.

ARTICLE VII. THE PROCEDURE OF THE SENATE

The Student Senate shall:

- (1) conduct its meetings according to *Roberts Rules of Order*,
- (2) hold regular meetings at least on a bi-weekly basis,
- (3) hold no closed meetings.

The Senate shall form such committees as it deems necessary to review the Budget, Municipal Relations, Selections, Academic, Legal, Campus and Senior Affairs of the students. By-Laws shall be

formulated with the consent of the Student Affairs Committee. The Chairmen of the standing committees shall form the Student Government Association Cabinet to assist the President.

ARTICLE VIII. ELECTION OF STUDENT MEMBERS AND EXECUTIVE OFFICERS

- (1) The SGA President and the Vice-President shall be elected during the last thirty days of the Spring Semester and shall assume office following Commencement.
- (2) Senate members shall be elected during the first thirty days of the Fall semester and shall serve until Spring Commencement.
- (3) Senate members from each of the Colleges shall be elected and shall serve until the eve of the following Spring election.

ARTICLE IX. IMPEACHMENT AND REMOVAL OF MEMBERS

- (1) Impeachment of the SGA President shall be handled in the following manner: A Petition of Impeachment signed by one-third ($\frac{1}{3}$) of the Senate shall be turned over to the SGA Vice-President. The President will be given an opportunity to speak in his own defense. The President shall be asked to leave the room for the vote. Only one vote may be taken for each Petition of Impeachment. Removal will require a two-thirds ($\frac{2}{3}$) vote of the Senate (based on 32 votes). In the event of the removal of the President, the SGA Vice-President shall become the SGA President and the President *Pro Tempore* of the Senate shall become the Vice-President of the SGA. A new President *Pro Tempore* will be elected from the Senate.
- (2) In the event of a need for impeachment or removal of the Senate President, it will be handled in the following manner: To initiate the process, a petition calling for the removal of the President signed by one-third ($\frac{1}{3}$) of the Senate must be turned over the President *Pro Tempore* of the Senate. The President *Pro Tempore* will immediately take over the chair from the President and ask for deliberations from the floor, and will then call for the vote of the Senate. Removal will require a two-thirds ($\frac{2}{3}$) vote (based on 32 votes). In the event of the removal of the President, or his resignation, the President *Pro Tempore* shall become the President of the Senate. A new President *Pro Tempore* will then be elected from the Senate.
- (3) Expulsion of any member of the Senate must be called for by the President of the Senate when the member has missed three unexcused meetings in a semester, and when one is guilty of any other impeachable offense. Expulsion shall require the approval of two-thirds ($\frac{2}{3}$) of the Senate. The President of the Senate must continue to call for the expulsion of the member during subsequent meetings if the violation continues.
- (4) Expulsion of any member must be called for by the President when a member has missed three regular meetings per semester per committee without an excuse approved by the committee chairman. Expulsion will follow the procedures outlined under part (3).

- (5) Replacement of a member shall be implemented through a special election involving only those in the area where the Senate seat is vacant.

ARTICLE X. QUALIFICATIONS OF MEMBERS

- (1) All candidates for elective office to the Student Senate must have and maintain a 2.0 GPA. In addition, no candidate may be on disciplinary probation and all candidates must reside in the area that he will represent.
- (2) If for any reason a duly elected member of the Student Senate fails to meet the minimum qualifications listed above, he shall immediately be required to resign his office. However, if a member is placed on disciplinary probation for one semester or less he may be reinstated by a two-thirds ($\frac{2}{3}$) vote of the members present.

ARTICLE XI. RECALL

A recall petition signed by 30% of the residents in a residency area shall be considered just cause for the Student Senate to conduct new elections in the area concerned. The incumbent member may have his name placed on the ballot. However, this procedure can only be invoked against a Senate member once per semester.

ARTICLE XII. AMENDMENTS

Any voting member of the Senate may propose an amendment to the Constitution. A proposed amendment must be read twice at each of two consecutive meetings. Voting on said amendment shall take place after the second reading. In order to be ratified, a proposed amendment must be approved by two-thirds ($\frac{2}{3}$) of the members present. This Constitution may also be amended by the petition of 100 students plus a 60% vote of the students voting at a general election.

ARTICLE XIII. ACTIVATION

- (1) The S.G.A. President, Vice President and Senate members shall be elected during the last thirty (30) days of Spring semester and shall assume office following commencement.
- (2) These Amendments shall go into effect immediately following Spring Commencement, 1981.

BY-LAWS

ARTICLE I. PROCEDURE

- A. *Motions*: All motions other than procedural motions shall be in writing and presented to the Cabinet.
- B. *Resolutions*: All resolutions shall be signed by at least two members and presented to either the President or a Cabinet member.
- C. *Notice*: The Senate and Committees shall meet on a regular basis to be established at the beginning of each semester. A special meeting may be called only by notice to all members by mail at least 24 hours prior to the meeting. This rule may be waived only upon the petition of two-thirds of the membership.
- D. *Quorum*: A quorum to do business in the Senate or a committee shall consist of 50 + 1 of the elected, voting membership and shall be ascertained by the Secretary immediately after roll call. If a quorum is not established, the Senate or Committee shall be recessed for ten minutes during which time those members present shall attempt to compel the attendance of the absent members. If after ten minutes a quorum is not established, the meeting shall be adjourned. A quorum shall be presumed unless called for.
- E. *Distinction of Vote*: A majority vote shall be defined as more than half the members who are present and voting, exclusive of abstentions.
- F. *Roll Call*: A roll call vote shall be taken upon the request of three members, and the Ayes and Nays shall be printed in the minutes.
- G. *Parliamentary Authority*: The President shall appoint a Parliamentarian with two-thirds ($\frac{2}{3}$) approval of the Senate. *Robert's Rules of Order* shall be the Parliamentary authority except when in conflict with the Constitution or By-Laws.
- H. *Debate on Motions*: Previous question may not be moved without allowing ample opportunity for opposing sides to speak.
- I. *Special Meeting*: The President shall be required to call a special meeting the Senate if a petition calling for such a meeting is signed by two-thirds ($\frac{2}{3}$) of the Senate members. That petition must name the specific business that is to be dealt with and must be given to the President at least 24 hours in advance.
- J. *Succession Order*: In the event that both the President and the President *Pro Tempore* are unable to attend a regular or special meeting of the Senate, the ranking committee chairman by class shall assume the duties of the chair for the meeting. If it becomes necessary to choose two or more committee chairmen, then the committees shall be ranked alphabetically.
- K. *Agenda*:
 - 1. Call to Order
 - 2. Invocation By Chaplain of the Day
 - 3. Recording of Attendance
 - 4. Acceptance of the Minutes
 - 5. Testimony by Invited Witnesses
 - 6. Announcements and Communications
 - 7. SGA President's Report
 - 8. Reports of Standing Committees
 - 9. Reports of Special Committees
 - 10. Unfinished Business
 - 11. Special Order Calendar
 - 12. New Business
 - 13. Introduction of Constitutional Amendments on First Reading
 - 14. Adjournment

- L. *Agenda-Setting:* The SGA Cabinet shall set the agenda for the Senate meeting. Resolutions referred to Committees are to be presented by the Chairmen of those Committees for placement on the agenda prior to the Senate Meeting.
- M. *President Pro Tempore:* The President *Pro Tempore* of the Senate shall be elected from the members of the Senate by a majority vote. The President *Pro Tempore* shall chair Senate meetings in the absence of the Senate President. The President *Pro Tempore* shall vote in all votes except when chairing a meeting. When the President *Pro Tempore* is chairing a meeting, he shall only vote in case of a tie.

ARTICLE II. UNIVERSITY COMMITTEE APPOINTMENTS

- A. The SGA President shall prepare a form listing all Student Senate Committees and University committees and shall send same to all students through their campus boxes asking them to indicate their preference as to committee service.
- B. The Dean of Student Affairs, Past Committee Chairpersons, and Faculty Advisors for each University Committee shall be consulted prior to the selection of special committee chairpersons as to their recommendations for students who should be considered for the positions.
- C. The President may refer appointment recommendations to the Selections Committee of the Student Senate which shall hold hearings to hear reports and recommendations from outgoing chairpersons and concerned students. Students requesting membership on the committee shall be invited to attend the hearing.
- D. Personal interviews shall be conducted of individuals requesting consideration for co-chairmanships. The Dean of Student Affairs and Faculty Advisors shall be informed of the list of persons under consideration so that they may interview candidates as well.
- E. The Cabinet shall by two-thirds ($\frac{2}{3}$) vote approve candidates recommendation to the Dean of Student Affairs on the basis of merit, leadership, abilities, desire, and experience.
- F. The Senate shall submit the list of candidates for each special committee for the following year within the appropriate time indicated by the event. The appointments to all other University committees shall be recommended no later than May 1.

ARTICLE III. SENATE COMMITTEE CHAIRMEN

- A. The SGA President shall appoint, with the concurrence of two-thirds ($\frac{2}{3}$) of the Senate, committee chairmen (being elected members of the Senate).
- B. The President shall appoint Committee members from the Senate with the concurrence of the Committee Chairmen.
- C. A Vice-Chairman (selected from those students who are not Senate members) shall be appointed by the Committee Chairman and

approved by those Committee members who are Senate representatives.

- D. Additional committee members are to be appointed by the committee chairman with the approval of those committee members who are Senate representatives.
- E. All standing committee chairmen shall sit on the SGA Cabinet.

ARTICLE IV. THE STUDENT GOVERNMENT ASSOCIATION PRESIDENT

- A. The SGA President shall do all that is required and essential to further the cause of students at Stetson University.
- B. The President shall represent the SGA in negotiations with the Trustees, administrators, and officers of the University as well as the members of the Faculty Senate. He is required to inform the Senate on the content of any discussion with those mentioned above. The Senate shall be required to hold any sensitive information confidential.
- C. Upon introduction of a resolution, constitutional amendment, or by-law, the President shall immediately refer the measure to the appropriate committee or committees.
- D. The President shall have the authority to remove a Senate Chairman. Such action must be confirmed by a two-thirds ($\frac{2}{3}$) vote of the Senate at its next regular meeting.
- E. The SGA President shall play an active role in Commencement.
- F. The President shall keep records of his correspondence, memoranda, and proclamations which shall thereafter be the property of the Senate.
- G. The SGA President shall be required to present a State of the University report to the Senate at least twice a year; once during the first three fall meetings and once during the first three spring meetings.

ARTICLE V. STUDENT GOVERNMENT ASSOCIATION VICE-PRESIDENT

- A. The SGA Vice-President shall chair all Senate meetings as President of the Senate and assist the President in furthering the cause of students at Stetson University.
- B. The SGA Vice-President shall sit on the SGA Cabinet and follow the agenda for the Senate.

ARTICLE VI. SENATE PRESIDENT PRO TEMPORE

- A. The Senate President *Pro Tempore* shall be elected from the Senate by a majority vote.
- B. The Senate President *Pro Tempore* shall chair the Senate meetings in the absence of the President of the Senate.

ARTICLE VII. VACANCIES

The Senate President shall appoint, with $\frac{2}{3}$ approval of the Senate, a new representative for the area in question.

ARTICLE VIII. DIRECTOR OF COMPUTER SERVICES

The SGA President shall appoint a Director of Computer Services from the qualified members of the student body at the beginning of each semester. This shall be subject to the approval of two-thirds ($\frac{2}{3}$) of the Senate members present at the Senate's first regularly scheduled meeting of the semester. The Director shall serve for a term of one semester and one day.

A . Qualifications

The Candidates:

- 1) must have completed at least one semester of "Basic" computer programming at Stetson or must have served as a computer lab assistant for at least one semester.
- 2) must have the written approval of the Director of the University Complex. The written approval shall also include proof of compliance with subsection (1.).
- 3) This written approval shall be kept on file in the Senate Office.

B . Compensation

The Director shall be compensated at a rate designated by the President and approved by the Senate from the funds generated by the information services and/or from the general Senate budget.

C . Assistant Directors

The newly-appointed Director shall recommend to the President qualified members of the Student body for appointment as Assistant Directors.

The President shall then appoint those students as the Assistant Directors with two-thirds ($\frac{2}{3}$) approval of the Senate. The President shall then notify both the Senate and Director of the University Computer Complex of the appointments. The assistant Directors shall be compensated only on a temporary basis upon the approval of the Senate.

D . Reappointment

The Director, at the end of his or her term, shall be subject to a review by the Senate. This review must take place before a reappointment or replacement of a Director may be implemented.

E . Resignation

If a Director decides to resign, he or she must submit a written letter of resignation to the Senate President. The president shall then present the letter to the Senate and appoint a replacement, with the approval of two-thirds of the Senate, at the Senate's next scheduled

meeting. The new Director shall serve out the former Director's term

F. Dismissal

The Senate President may, at any time, recommend the dismissal of a Director. Dismissal shall require the concurrence of two-thirds of the Senate. Upon approval, the President shall notify the Director of the University Computer Complex of the dismissal. A replacement shall be appointed at the next scheduled meeting of the Senate. The new Director shall serve out the former Director's term.

G. Duties

The Director shall be in charge of implementing those information programs that are approved by the Senate. The Director shall also be required to act upon any new project suggestions that are approved by the Senate. In addition, the Director shall give a report on the progress of all programs and new projects at each of the Senate's weekly meetings. Any alteration of a Senate-approved information program that is deemed necessary by the Director must first be cleared by the President. All other alterations must be approved by the Senate.

ARTICLE IX. ACTIVATION

These amendments shall go into effect immediately following Spring Commencement 1981.



UNIVERSITY JUDICIARY COUNCIL

The University Judiciary Council serves as a link between the University Administration and the students. Any student's violation of University Regulations will be brought before the Council for adjudication. The Council in adjudicating each case tries to develop a sense of responsibility and high standard of conduct in each Stetson student as a corollary to its judicial function.

A private college is generally free to determine the nature and conditions of the educational service it wishes to offer. Where the institution makes clear its own expectations and provides an understanding of what it deems incompatible with its purposes, respect for its rules may be expected in the conduct of its students.

Decisions in the court system have concurred with the idea that attendance at a private university is a privilege. Institutions are not obligated to any student who may desire admission, and they maintain the right to set standards.

The Judicisry Council consists of two sophomores, four juniors, and six seniors making a total of twelve members in all. One sophomore, two juniors, and three seniors will be female, while the corresponding numbers will be men.

The Dean of Student Affairs serves as advisor to the Council. Students maintain their position on the Council until expected graduation from the University. A Council member is eligible to pursue the position of President after having served on the Council for a period of at least one year, and is elected to office by the entire student body. The position of Vice-President is also elected by the entire student body, and the position of Secretary is elected by the Council members themselves.

Elections to the Council are held every spring under the rules of the Council Constitution. No more than three members of any recognized student group may be members of the University Judiciary Council at one time.

I. JUDICIAL PROCEDURES FOR THE DEAN OF STUDENT AFFAIRS

A.— Any student or member of the administrative or teaching faculty may refer to the Dean of Student Affairs any individual student believed to be in violation(s) of University regulations concerned with personal conduct, academic honesty, traffic and security, or residence hall policy. The Dean shall receive all available information concerning the possible violation(s) including pertinent facts, evidence, statements, and names of witnesses.

B.— The Dean of Student Affairs shall request that the student meet with the Dean for a conference at the earliest mutually convenient time to discuss the possible violation(s) of University regulations. If the student fails to appear for the conference and the Dean has in good faith exhausted all reasonable efforts to schedule a conference, the Dean, on the basis of the information available, may refer the matter to the Judiciary Council if it is determined a possible violation(s) of University regulations has occurred. This shall be accomplished in writing from the Dean to the student, with a copy sent to the President of the Council and an additional copy to the Chairperson of the Legal Affairs Committee of the Student Government Association, if the student so elects in writing.

C.— When the student does appear for the conference with the Dean of Student Affairs, and before the conference begins, the student shall be informed that the conference is for the purpose of discussing possible violation(s) of University regulations. The student shall be afforded the opportunity to sign a written statement indicating that the conference is as indicated and the student shall:

1. have the right to remain silent, and not have that silence an inference of guilt. In such an event, the matter immediately shall be referred to the Judiciary Council should the Dean determine on the basis of the conference and the available information that there is sufficient reason for a referral;
2. have the right to have an advisor and to be informed of the services of the Legal Affairs Committee of the S.G.A. that are available;
3. have the right of witnesses and evidence;
4. be informed that any statements the student may make, oral or written, which pertain to the occurrence or nonoccurrence of the alleged violation, may be presented to the Judiciary Council.
5. have the right to prepare subsequently a written statement concerning the alleged violation;
6. have the right to refrain from making a written statement;
7. be informed that the student's academic and extracurricular activities record may be presented if the student so desires;
8. be presumed not guilty until proven guilty;
9. have the right not to have illegally obtained evidence used in the case against the student; and
10. have the right not to have hearsay or unsubstantiated evidence used in the case against the student.

D.— Once a student has been informed of the rights provided in Sec. 3 above, of the sanctions that could be imposed should a violation be determined to have occurred, and has knowingly and voluntarily accepted in writing the authority of the Dean of Student Affairs to administratively consider the case and to impose a sanction, the student shall have waived the right to request that the Judiciary Council consider the case. The determination of guilt shall be made by an examination of the evidence and the statements offered in conference between the student and the Dean. The decision of the Dean may be appealed to the Provost of Stetson University within seven (7) calendar days of the written advisement of the decision to the student. Such appeal must be made in writing stating the basis on which the appeal is being made.

E.— The following sanctions may be imposed as a result of either an Administrative Hearing or a Judiciary Council hearing:

- a. *Reprimand.* A written or oral expression of disapproval to the student for a violation(s) of University regulations for the implications of the violation(s) to the student and to the University community.
- b. *Disciplinary Probation.* A statement of disapproval to the student for a violation(s) of University regulations and the imposition of a specified period of time (usually for a short duration) during which the student shall be required to report as required to the Dean of Student Affairs, and, further, may be required to:
 - (1) Forfeit the privilege of representing the University in any intercollegiate event, competition, or other manner, or
 - (2) Forfeit the privilege of holding any elected or appointed student office or University community assignment, or
 - (3) Perform reasonable civic or non-credit academic assignments.

The student who fails to adhere to the specified conditions of disciplinary probation shall be required to appear before the Judiciary Council for further consideration of the case and the sanctions imposed:

3. *Suspension.* Termination of the student's continued enrollment in the University and exclusion of the student from the University for a specified period of time. During the suspension, the student shall not be permitted to enroll in any courses offered by the University, either in residence or by correspondence, nor shall credit be given by the University for academic work taken at another institution.
4. *Expulsion.* Termination of the student's continued enrollment in the University and exclusion of the student from the University for an indefinite period of time, which in no instance shall be less than two (2) calendar years from the date of the imposition of this sanction.
5. *Restitution.* The student may be required to make compensation to an injured party for damage, lost, or destroyed property. This action may be taken separately or in conjunction with the other sanctions. The Dean of Student Affairs or the Judiciary Council, as appropriate, shall set the amount and

form of the restitution which shall not exceed the fair amount of damage, loss, or destruction incurred.

II. JUDICIAL PROCEDURES FOR THE JUDICIARY COUNCIL

A.— If the Dean of Student Affairs determines that, on the basis of the conference with the student and the available information, a possible violation(s) of University regulations has occurred, and the student has not elected to have the case reviewed administratively, the Dean shall refer the matter to the Judiciary Council. This shall be accomplished in writing from the Dean to the student, with a copy to the President of the Council, and an additional copy to the Chairperson of the Legal Affairs Committee of the S.G.A., if the student so elects in writing.

B.— The President immediately shall appoint from the Council not more than three (3) of its members to serve as an Investigating Committee to act on the referral, to investigate the circumstances, to prepare the case for consideration by the Council, and to interview witnesses and others involved. The Dean of Student Affairs shall advise the Investigating Committee and the Council in the preparation of the case and in the procedural conduct of the hearing.

The Committee shall notify the student in writing of the date, time and place when the Council shall consider the alleged violation(s) of University regulations. Such notice shall take place not less than forty-eight (48) hours prior to the scheduled hearing. A copy of this notice shall be provided to the Dean of Student Affairs. The notice also shall include a copy of the Procedural Rules and Rights, the specific charges and regulation(s) allegedly violated, the right to have a Stetson University (DeLand campus) student as an advisor at the meeting, the services of the Legal Affairs Committee of the Student Government Association available to the student, and the names of persons bringing charges and appearing as witnesses against the student, and a general statement as to the nature of their testimony. The name(s) of any witness(es) which the student wishes to be present at the hearing shall be provided to the President of the Council and to the Dean of Student Affairs not less than twenty-four (24) hours prior to the hearing.

C.— If the student desires an extension of the forty-eight (48) hour notice, the student shall make such a request to the President of the Judiciary Council in writing in advance of the scheduled hearing of the Council to consider the case. Such request shall include the reasons for the extension and shall suggest a date and time when the case could be considered. The President shall have the authority to either deny or grant an extension and to set another date and time for the Council to consider the case.

The Dean of Student Affairs or the Judiciary Council, as appropriate, shall make every effort to hear the case immediately in order to remove any question the student has about continuance at Stetson. If the student withdraws from the University before appearing before either the Dean or the Council, a mutually satisfactory meeting date shall be arranged. Pending the outcome of the hearing, a hold shall be placed on the student's record. If the Council deems that suspension or expulsion is warranted, this sanction shall become effective the date of the student's notification of the Council's action unless the Council recommends otherwise under special circumstances. The suspension shall apply to students in or out of school.

D.— A suspended or expelled student may present to the Dean of

Student Affairs a request for readmission to the University at least three (3) weeks prior to the beginning of the semester of readmission. If the original case was heard by the Judiciary Council, the Dean shall present the request to the Council who shall evaluate the request and decide to readmit the student or continue the suspension or expulsion. If the original case was heard administratively by the Dean, that officer shall make an evaluation and decision on the request for readmission.

E.— The status of any student who resumes studies at the University after suspension or expulsion shall be that of Disciplinary Probation for the first semester.

F.— The Council shall not be obligated to hear cases where the violation has occurred after the Friday prior to the last week of classes before final examinations of both Spring and Fall Semesters, as well as of Winter Term. In such instances, the Dean of Student Affairs shall have authority to act in all cases.

G.— Violations of University regulations during the summer shall be adjudicated by an acting President of the Judiciary Council and at least five (5) members of the Council. Sanctions imposed during the summer shall be consistent with those rendered by the Council during the academic year.

III. HEARINGS

A.— A quorum of the Judiciary Council to hear any case shall be two-thirds ($\frac{2}{3}$) of its voting membership. The Council shall first make a decision concerning the guilt of the student regarding the specific violation(s). The Council then shall impose a just and appropriate sanction should the decision be guilty. In both instances, a vote of two-thirds ($\frac{2}{3}$) of those voting members present at the hearing shall be required.

B.— A student shall be allowed to have one (1) Stetson University (DeLand campus) student as an advisor during a hearing before the Judiciary Council. The advisor shall be allowed to assist the student in the presentation of the case, to include the facts of evidence, the testimony offered, and the student's questions of and response to the witnesses. The advisor may not speak directly for the student during questioning by members of the Judiciary Council. In answering a question, the student may seek assistance from the advisor.

C.— Judiciary Council hearings on violations by students of University regulations shall be private unless the student or the Dean of Student Affairs requests otherwise. If the public proceedings become disorderly, or if there is a strong likelihood of such, the Judiciary Council may close the hearing. If moral turpitude is involved, the Judiciary Council may deny request for a public hearing.

D.— When more than one student is involved in the same case and charged with the same violation, the cases shall be heard at the same time unless separate hearings are requested. The students shall be informed in advance by the Judiciary Council of the right to a separate hearing before proceeding.

E.— A student's prior record (legal or disciplinary) shall be inadmissible as evidence to prove guilt or innocence. However, this prior record may be considered in determining the appropriate disciplinary action, only after a determination of innocence or guilt.

F.— If, after the Judiciary Council hearing, additional evidence not presented in the hearing which could affect the final decision of the Council comes to its attention before final action is taken, the President shall direct that a new hearing be held to allow the student to present a defense.

IV. WITNESSES AT HEARINGS

A.— The Council, the Dean of Student Affairs, and the student shall have the right to present material and character witnesses at the hearing. Accused students shall have the right to ask direct questions of all witnesses.

Witnesses shall appear before hearings during the offering of their own testimony, and shall respond to direct questions from either the student or a those conducting the hearing.

B.— When the student requests, for good cause, that witnesses not in attendance be present, the Judiciary Council may continue the hearing until such time that the witnesses may appear and be questioned. Requests for appearance shall be made by the President of the Council.

C.— The Judiciary Council shall have the authority to request any salaried employee or student of Stetson University to appear as a witness if the Council believes that such witness could shed light upon the case. The Council may waive appearance if a witness feels that testifying might result in self-incrimination or violate or jeopardize a professional relationship with the student who is subject to the hearing. A witness who feels a need to be excused shall confer, in advance of the hearing, with the President of the Council, whose decision shall be binding unless immediately appealed to the Dean of Student Affairs.

D.— When a witness fails or refuses to appear, the Judiciary Council shall decide whether or not to proceed on the basis of other evidence available. Written statements from absent witnesses shall be inadmissible. If the Council so desires, it may continue the hearing until the witness may appear and be questioned by the Council and the student.

E.— A member of the Council shall not participate as a Council member in a case in which that member appears as a witness.

F.— Neither the advisor nor a member of the Council involved in the investigation or preparation of a case shall sit in discussion or voting during deliberation, or remain in the room during any breaks in the Judiciary proceedings.

V. EVIDENCE

A.— The Judiciary Council shall not have the power to require sworn testimony of students appearing before the Council or of witnesses for or against the student. Refusal of a student to make a statement or to answer any or all questions shall not be a basis for a determination of guilt or innocence. Evidence or testimony presented must be substantial enough to prove guilt beyond a reasonable doubt. A record of civil arrest only shall not be considered sufficient for determination of guilt.

B.— Evidence or information which is hearsay or unsubstantiated shall not be admitted before hearings either in the presentations with the student and any witnesses or in the deliberation of the hearings. Hearsay evidence not admissible in Council hearings shall be described as any evidence or testimony to which there either are no eyewitnesses or other similar direct

knowledge thereof, or any testimony by an individual about what was told that person by a third party.

C.— Evidence obtained by improper means shall not be used in hearings.

D.— Evidence obtained from a room in University residential facilities shall be admitted into the hearing only if:

- a. The residence staff member was willingly admitted to the room by at least one(1) of the occupants of the room, or
- b. A residence staff member had prior written permission to enter the room from a member of the professional staff of the Dean of Student Affairs (The Dean of Student Affairs, the Director and Assistant Director of Residential Life, the Director of Student Life), and Area Coordinator, a Head Resident, or an Acting Head Resident.

(1) This written permission form can be issued only when it is determined by the issuing officer that evidence presented provides adequate probable cause for room entry, and the form must name the items that are to be seized.

(2) No items other than those in plain view may be confiscated and used as evidence.

- c. The residence staff member entered the room with the knowledge that there was immediate danger to life or property.

E.— Prior to obtaining any evidence in a room in University residential facilities, the staff member shall secure the appropriate permission and shall first knock on the door to the room and clearly announce name and official position before entering the room.

F.— The Investigating Committee and the President of the Council shall have the right to declare evidence inadmissible and may do so only if it is irrelevant to the case or if it was obtained improperly.

VI. APPEAL OF JUDICIARY COUNCIL DECISIONS

A.— Upon receipt of the written notification of the decision of the Judiciary Council, all parties shall have the privilege of appeal directly to the Student Affairs Committee. Such an appeal shall be made in writing to the Dean of Student Affairs within five (5) class days after receipt of the notification. This written statement of intent to appeal shall include the basis on which the appeal is being made. A copy of this statement shall be provided concurrently to the President of the Judiciary Council.

B.— The basis on which an appeal of a decision of the Judiciary Council may be made shall be:

- a. The Council committed a procedural error during the initial hearing;
- b. The rights of the student were violated;
- c. The sanction imposed does not concur with precedent;
- d. Additional evidence or information has been obtained which would tend to reverse a guilty decision. A decision of not guilty may not be reversed on the basis of additional information or evidence.

C.— The Student Affairs Committee shall appoint a Review Board to

consider such an appeal. The Review Board shall be composed of two (2) members of the faculty and two (2) students of junior or senior standing. These persons shall elect one from their number to serve as Chairperson of the Board. The President of the Judiciary Council shall serve as an advisory member of the Board, without vote, and shall participate in the presentation of the appeal but not in the discussion and decision by the voting members of the Board.

D.— The Review Board shall meet within ten (10) class days of the notice of intent to appeal. Ordinarily, consideration shall be limited to a review of the evidence as established in the initial hearing by the Judiciary Council. The Review Board at its discretion, however, may consider further evidence and call witnesses.

E.— The student shall meet with the Board, if the student so chooses, to present the appeal. The student shall have the right to have present at the appeal hearing by the Review Board another Stetson University (DeLand campus) student as an advisor.

F.— Review Board hearings shall be private unless the student or Dean of Student Affairs requests otherwise. If the public proceedings become disorderly, or if there is strong likelihood of such, the Board may close the hearing. If moral turpitude is involved, the Board may deny a request for a public hearing.

G.— The Review Board shall consider the written and oral arguments of the student, and the position of the Judiciary Council and the Dean of Student Affairs. The Board then shall decide in closed deliberation first whether or not an appellate hearing is warranted. If the Board decides that such a hearing is warranted, a determination then shall be made on the relative merits of the arguments and positions presented at the hearing. Consideration usually will be limited to a review of evidence and testimony presented at the initial hearing by the Judiciary Council, although the Board at its discretion may consider further evidence and call witnesses.

H.— The decision of the Board shall be by a majority vote of those present at the hearing. Deliberations on the decision shall be in private among only the voting members of the Board. The decision shall be communicated immediately in writing by the Board to the student, with copies provided to the President of the Judiciary Council and to the Dean of Student Affairs. The decision of the Review Board on a case shall be final, to include:

- a. affirmation of the decision of the Judiciary Council; or
- b. remanding of the case back to the Judiciary Council for re-consideration or re-hearing.

VII. RECORDS

A.— The proceedings and minutes of each hearing or business meeting of the Council shall be maintained by the Secretary in a locked file. This file shall be subject to limited access by members of the Council and by the Dean of Student Affairs.

B.— In all such cases where the student may be acquitted of charges, such acquittal shall be clearly noted in the Judiciary Council records and completely removed from the student's files.

C.— All decisions on hearings shall be signed by the President or Secretary of the Council and kept with the hearing proceedings in the Council's files.

D.— A copy of all case reports shall be kept on file in the office of the Dean of Student Affairs.

E.— The defendant may request a taped hearing but must make such a

request in advance of the hearing. The Council will keep such tapes until the possibility of an appeal has passed.

CAREER PLANNING AND PLACEMENT

Stetson University established the Career Planning and Placement Office to counsel and guide students and alumni in career planning and to assist them in conducting an intelligent job search.

This office, located in the Counseling Center, provides career counseling for all students; maintains a Career Library containing reference materials pertaining to career employment opportunities, employment trends, and specific job opportunities; assists students with resume preparation and interviewing techniques; schedules on-campus interviews with representatives of various businesses, industrial firms, and governmental agencies (also with representatives of graduate and professional schools); provides referral service of students' credentials to potential employers; serves as a clearinghouse for off-campus part-time and summer employment; and annually hosts a Career Fair involving recent graduates and business, industrial, and governmental agencies.

COUNSELING AND TESTING SERVICES

THE COUNSELING CENTER, sometimes called the "Brick Palace," is located 100 yards due South of the duPont-Ball Library and offers a variety of services to Stetson students. Some of these services are personal counseling (held in confidence and not a part of the student's University record), group counseling, career and life planning, effective study techniques, testing programs; (CLEP, SAT, ACT, GRE, LSAT, MAT, etc.); vocational testing and interpretation, educational decision-making, Community Outreach programs (volunteer work in community agencies), training in interpersonal relations, and graduate study in Counseling in the areas of Student Personnel Work, Community Mental Health, Church-Related Counseling and School Guidance and Counseling. Appointments with a consulting psychiatrist are made when necessary by the Director of the Counseling Center.

RELIGIOUS ACTIVITIES

Activities of student religious centers are coordinated by the Religious Life Council (RLC). The RLC is composed of representatives from the various religious and denominational organizations on campus and coordinates the student religious life programs and emphases at Stetson. Recent RLC programs have included a dramatic performance by Ragan Courtney, a concert by "Truth", the Oxfam Fast for World Hunger, the Raft Debate, and Robert Short's visual presentations. The Chapel Committee appointed by the President of the University plans and conducts the weekly chapel services.

ORGANIZATIONS

Student organizations contribute a great deal to the academic and extracurricular life of Stetson University. There is a wide variety of clubs and organizations to which Stetson students may belong. This section of the handbook attempts to introduce you to these organizations.

RECOGNITION—An organization at Stetson University is any group of students, faculty members or both who have been given official recognition by the Student Affairs Committee and the administration of the University.

QUALIFICATIONS—In order to qualify as a recognized organization at Stetson University, the following must be accomplished.

1. The group seeking recognition must submit to the Student Affairs Committee a constitution with the following information:
 - a. Name of organization
 - b. Purpose of organization
 - c. Membership eligibility
 - d. List and description of officers and duties
 - e. List of committees and their functions
 - f. Provisions for amendments to constitution
2. Roster of Charter members
3. Name of faculty advisor and his statement of consent to serve in advisory capacity.
4. The constitution, list of Charter members and faculty advisor consent statement must be submitted to the Student Affairs Committee one week prior to voting.
5. The recommendation of the Student Affairs Committee is sent to the Dean of Student Affairs for final approval.

POLICY ON HAZING—Stetson University believes that involvement in student organizations greatly enhances the development of college students.

An organization's member education program, if developed and conducted in an atmosphere of mutual respect with social and moral responsibility, can contribute much to the students' total education. In keeping with this principle, and in view of a history of abuses by student organizations at Stetson and university campuses throughout the country, Stetson University has defined hazing as any action taken or situation created intentionally, on or off the University campus, by students or off-campus individuals to produce physical discomfort, embarrassment, harassment, or ridicule. Any student organization that is found in violation of this policy will be subject to a review of its continued functioning by the Dean of Student Affairs at which time appropriate action of the most serious kind will be taken.

Student organizations may develop more detailed statements on hazing which will be supported by the University.

ORGANIZATIONS AND CLUBS

ORGANIZATIONS—Following is a list by classification of organizations at Stetson University. These organizations are those officially sanctioned to function at Stetson in the 1983-84 academic year. Each student organization is required to register a Charter Renewal Form with the Director of Student Life no later than April 15 of each year declaring their intention to function as an organization the following academic year, and listing their officers and faculty advisor for the following year. Organizations failing to do this will forfeit the right to use University facilities or receive University funds. It is the responsibility of each organization to keep a current constitution on file with the Director of Student Life.

SCHOLASTIC AND HONORARIES:

Alpha Kappa Psi (Business)
Beta Beta Beta (Biology)
Gamma Sigma Epsilon (Chemistry)
Kappa Delta Pi (Education)
Mortar Board (Leadership)
Omicron Delta Kappa (Leadership)
Order of Scroll and Key (Academic)
Phi Alpha Theta (History)
Phi Beta (Music)
Phi Beta Kappa
Phi Chi Theta (Business)
Phi Eta Sigma (Academic)
Pi Kappa Lambda (Music)
Psi Chi (Psychology)
Sigma Tau Delta (English)
Sigma Pi Sigma (Physics)
Theta Alpha Phi

DEPARTMENTAL:

(Student Affiliates)

American Chemical Society
"Forum" (Political Science)
Music Educators National Conf.
Order of the Small Business Institute
Scabbard and Blade
School of Music Advisory Council
Stetson Marketing Association
Stetson Pre-Medical Club
Accountancy Club
Society of Physics Students
Association for Computing Machinery

SOCIAL:

FRATERNITIES AND SORORITIES:

Alpha Chi Omega
Alpha Tau Omega
Alpha Xi Delta
Delta Delta Delta
Delta Sigma Phi
Kappa Alpha Theta
Lambda Chi Alpha
Phi Mu
Phi Sigma Kappa
Pi Beta Phi
Pi Kappa Alpha
Pi Kappa Phi
Sigma Nu
Sigma Phi Epsilon
Zeta Tau Alpha

RELIGIOUS:

Baptist Campus Ministry
Canterbury Club (Episcopal)
Catholic Campus Ministry
Ministerial Association
Religious Life Council
Wesley Foundation (Methodist)

ATHLETIC:

Judo Club
Water Ski Club

MISCELLANEOUS:

Circle K
Order of Omega (Fraternity Honorary)
Young Democrats
Rho Lambda (Panhellenic Honorary)
Stetson Union Board
National Organization for Women

Bacchus
Interfraternity Council
Young Republicans
Panhellenic Council
Stetson Afro-American Society
Student Government Association

EXTRA-CURRICULAR ACTIVITIES

There are many varied activities in which students may participate regardless of their major interest. Several activities of the School of Music such as the University Chorus, the Concert Choir, the University orchestra, the pep band, the madrigal singers and others are open to non-music majors who qualify by audition.

The Speech and Theatre department offers many opportunities. Students interested in the theatre are urged to try out for acting, lighting, production, and costuming for each performance. Those interested in Forensics will be associated with students who have won numerous first place awards in national competition.

Every fall there are tryouts for cheerleaders. Various club/sports are available in addition to those described under athletics and intramural activities. Most of these such as archery, judo, karate, and swimming are open to any student who wants to achieve special skills. (The required physical education courses also include golf, tennis, swimming and team sports.) The University swimming pool is a good place for fun and relaxation as well as for developing swimming ability.

Extra-curricular activities are by no means limited to students who have special talents or skills—one of the popular programs on the campus is called Community Outreach. This program, sponsored by the Counseling Center, gives students the opportunity to do volunteer work in area schools for retarded children, to visit in nursing homes, to work in the neighborhood center and other related agencies.

The student-chaired committees described in this handbook such as Parents' Weekend, Orientation, Green Feather and Homecoming, are always in need of good workers. One of the best ways to become a part of the University is to offer your services in some work of this kind.

CAFETERIA HOURS

BREAKFAST:

Monday-Friday	7:00 a.m.-9:15 a.m.
Saturday	10:00 a.m.-11:00 a.m.
Sunday	9:00 a.m.-10:00 a.m.

LUNCH:

Monday-Friday	11:15 a.m.-1:15 p.m.
Saturday	11:30 a.m.-1:00 p.m.
Sunday	11:30 a.m.-2:00 p.m.

DINNER:

Monday-Sunday	4:30 p.m.-6:15 p.m.
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HAT RACK HOURS

Monday-Saturday	8:00 a.m.-12:00 midnight
Sunday	12:00 noon-1:00 a.m.

LIBRARY HOURS

(Academic Year)

Monday-Thursday	8:00 a.m.-11:00 p.m.*
Friday	8:00 a.m.-5:00 p.m.
Saturday	9:00 a.m.-5:00 p.m.
Sunday	1:00 p.m.-11:00 p.m.*

(Exceptions: Holiday and examination schedules will be posted)

* Sunday through Thursday the Circulation desk closes at 10:30 P.M.

All books must be checked out before this time.

BOOKSTORE HOURS

(Academic Year)

Monday-Friday	8:00 a.m.-4:30 p.m.
Monday Evening	5:45 p.m.-7:30 p.m.
Saturday	9:00 a.m.-12:00 noon

POST OFFICE HOURS

Monday-Friday	8:30 a.m.-3:30 p.m.
Saturday (no window service); mail posted	8:00-11:00 a.m.



V
REGULATIONS



RULES AND REGULATIONS

There have been several court decisions defining the relationship between students and institutions of higher learning. The contractual theory is probably the most prevalent and accepted relationship which presently exists among private institutions. This theory holds that students agree to abide by rules, regulations, and standards set down and published by the university. In return the university will offer a degree to those who meet the established standards. The contractual theory is well accepted by the courts in cases involving private institutions.

While it is the philosophy of Stetson to afford students all aspects of due process, the University does reserve the right to withdraw a student at any time for any reason deemed sufficient by the University.

RATIONALE FOR REGULATIONS

In any society, large or small, where people live in community, there must be certain ground rules established to guarantee the safety, rights and freedom of all concerned. This is also true of a college community. Stetson University does not exist as a sanctuary to provide refuge for those who wish to escape the responsibilities imposed by federal, state and/or local officials when such violations occur. If a student's case is adjudicated in a public court or hearing, this does not guarantee immunity from further review and action by the appropriate University official or judicial body.

PHILOSOPHY OF REGULATIONS

Just as each individual is unique in character and personality, so is an institution of higher learning. Just as an individual has a certain value system and a life directed by certain goals and objectives, so does an institution of higher learning. The character of Stetson University is to be found in its expressed values, goals and purposes. All students, friends, and employees have a vested interest in the character of Stetson University. All have helped and continue to help shape its character. Stetson's unique character as expressed through its people, programs, purposes, goals and values, must also be reflected in its rules and regulations.

Any time rules and regulations are established for a University, there are certain aspects of the University that must be taken into consideration. These characteristics at Stetson consist of the following:

1. The size of the University.
2. Its commitment to academic excellence.
3. Its University status with four different schools.
4. The liberal arts tradition.
5. The community in which the school is located.
6. The University's commitment to higher education presented within the framework of the Christian Ethic.
7. The University's relationship with the Florida Baptist Convention.
8. The University's commitment to teaching one not only how to earn a living but how to live a life of quality.
9. The diversity of the University community.
10. A recognition of the uniqueness and basic worth of each student.
11. A commitment on the part of Stetson University to expose its students to a life style that is consistent with the Christian Ethic while at the same time advocating freedom of expression and inquiry.

FORMULATION OF REGULATIONS

Any members of the faculty, student body or administration can initiate action to revise, change, modify or delete student conduct regulations listed in this book. Anyone wishing to do so should submit the recommendation to the Dean of Student Affairs who, after review, may send it to the Student Affairs Committee for further review, recommendations, and comments. If the Dean of Student Affairs refuses to take action on such a recommendation, the sponsor of the recommendation may submit it directly to the Provost of the University.

ACADEMIC HONESTY

Academic honesty and integrity are essential to the well-being and proper functioning of an academic community. Any time students attempt to gain access to information pertaining to their normal course of study through dishonest means, they not only show little concern for their own personal sense of integrity, but they infringe on the rights of all other members of the academic community. For this reason, the following academic regulations exist:

1. No student shall receive or attempt to receive information from another person about normal course work that is intended to be done on an individual basis, either in class or out of class.
2. No person shall ever knowingly give such information to another person.
3. Almost every student has heard the term “plagiarism.” Nevertheless, there is a danger of failing to recognize either its full meaning or its seriousness. In starkest terms, plagiarism is *stealing*— using the words or ideas of another as if they were one’s own. The major problem lies with *unintentional plagiarism*. If, for example, another’s complete sentence, syntax, key words, or even only the ideas and information are used, one must give that person credit through proper documentation or recognition, as through the use of footnotes.
4. No student shall obtain or attempt to obtain in any deceptive or unauthorized manner information or documents such as tests, examinations, roll books, reports, etc., that are considered to be the confidential or private property of other students, faculty, administrative personnel, or of the University.
5. The following policies will cover acts of dishonesty:
 - A) On the first occurrence in any course, the minimum penalty will be a zero on the paper, test, or examination. The maximum penalty will be failure in the course. Within these limits, the instructor will confer with the accused student and inform him or her as to what specific penalty the instructor intends to impose.
 - B) A report of each occurrence will be sent to the Dean of Student Affairs and to the appropriate academic dean to become a part of the student’s record.
 - C) Upon receipt of a report of a second occurrence in any course by the same student, the Dean of Student Affairs will initiate appropriate disciplinary action.
 - D) Administrative disciplinary action for academic dishonesty is not to be considered in any way a substitute for an academic penalty imposed by the instructor for the same offense.

STUDENT CODE OF CONDUCT

Students are subject to state and federal laws and ordinances as well as regulations prescribed by Stetson University. The breach or violation of any of these laws or regulations may result in disciplinary action.

When a student’s behavior either on or off campus interferes with the rights of others or reflects adversely on the University, the student may be subject to disciplinary action.

When a student is involved in an offense resulting in criminal conviction, the circumstances of the case may be reviewed by the Dean of Student Affairs to determine the status of the student.

In cases of extreme emergency, when the welfare of the individual or the University indicates the necessity of prompt decision, immediate administrative action may be taken.

Ultimately, it is the responsibility of the University Judiciary Council and /or the Dean of Student Affairs to determine a violation of the Student Conduct Code.

A. STUDENT OFFICE HOLDERS—This policy pertains to all Stetson students, social, service, and specialty organizations that are recognized by the University and have in their organizational structure elected and/or appointed student offices or positions, with terms of more than one semester. This includes the Student Affairs Committee.

1. No student on either academic or disciplinary probation may be elected or appointed to an office or position during the time of the probation.
2. Any student who, while holding an office or position, is placed on academic or disciplinary probation shall be required to resign that position.
3. This policy does not preclude the possibility of an individual organization exceeding these minimum standards as outlined.

B. GREEK MEMBERSHIP ELIGIBILITY

1. In order to pledge a sorority or fraternity, an upperclass student must have earned a cumulative G.P.A. of 2.00 for all academic work completed at Stetson at the time of pledging. Individual chapters may exceed these minimum standards.
2. In order to qualify for initiation, a student must have earned a cumulative G.P.A. of 2.00 for all academic work completed at Stetson at the time of initiation. Individual chapters may exceed these minimum standards.

C. STUDENT CONDUCT

1. **ALCOHOLIC BEVERAGES AND OTHER DRUGS**—The possession or use of alcoholic beverages is not permitted on the University campus. Students must be aware of pertinent Florida Statutes regarding age restrictions in this regard. The unlawful use, possession, or provision to others of other drugs and related paraphernalia not prescribed by a physician similarly is prohibited.
2. **AUTOMOBILES**.—All students operating automobiles or other motorized vehicles on the University campus must register these vehicles with the Department of Campus Security and Traffic. Implicit in such registration is the knowledge of governing traffic and parking regulations, together with the obligation to adhere to these regulations.
3. **DISRUPTIVE BEHAVIOR**—Any behavior by a student which disrupts the academic, administrative, or residential community; infringes on the rights of others in the community; corrupts the generally accepted sense of public decency and morals within the

community; or affects the due peace and quiet of other persons who may witness such behavior, shall not be tolerated on the University campus. It shall be the responsibility of the Dean of Student Affairs to determine those behaviors which may be included under these provisions.

4. **FIRE, HEALTH, AND BUILDING SAFETY**—The unauthorized or improper handling or tampering with any equipment or fixtures used for the purpose of fire, health, or building safety is prohibited.
5. **FIREARMS, FIREWORKS, OR EXPLOSIVES**—No firearms, fireworks, explosives, or explosive devices shall be maintained on the University campus except as may be specifically authorized by the Director of Campus Security and Traffic.
6. **PERSONAL INTEGRITY**—All acts of dishonesty, misrepresentation, falsification of records, and lewd or obscene conduct such as verbal or nonverbal abuse, exhibitionism, or other sexual behavior, the possession of pornographic materials, which violate generally accepted community standards, shall be prohibited on the University campus. Further, acts of academic dishonesty following review of previous incidents by the faculty shall be included in these provisions.
7. **VIOLATION OF CIVIL OR CRIMINAL LAW**—Any violation of civil or criminal statutes either on or off campus may be administered under the University Judiciary Council ByLaws.
8. **PROPERTY DAMAGE**—The malicious or unwarranted damage to or the destruction of property belonging to the University or to any member of the University community is prohibited.
9. **THEFT**—The taking or misappropriation of property belonging to the University or to any member of the University community is prohibited.
10. **UNIVERSITY FACILITIES**—Entry into University buildings or facilities at times other than their normal or posted hours of operation is prohibited. Similarly, locked or secured buildings or facilities shall not be entered without prior authorization from the responsible University official.
11. **RESIDENTIAL POLICIES**—All policies and procedures contained in the **Residence Hall Guidebook** shall have the force of University regulations. Any violations thereof shall be administered under this Student Code of Conduct and the University Judiciary Council ByLaws following review by the appropriate Division of Student Affairs staff.
12. **STUDENT EMPLOYEES**—Any actions which serve to interfere with, impede, or harass students in the performance of their duties as employees of the University shall not be tolerated. These employees include, but are not limited to, residential and security staff.

D. ADJUDICATION PROCESS

An individual who violates University regulations shall have the option of having the case adjudicated by the Dean of Student Affairs or by the University Judiciary Council. Should an individual choose to have the case handled by the Dean of Student Affairs, the Dean may convene an Administrative Hearing Board. In either instance, the student shall be afforded all opportunities for fairness in treatment.

Violations of residence hall regulations are handled by the respective residence hall staff members, and may be referred to the Director of Residential Life. The seriousness of the offense may warrant adjudication by the Dean of Student Affairs.

Violations of University regulations by University organizations will be handled by the Director of Student Life and may be referred to the Dean of Student Affairs for adjudication.

Regardless of the disposition of any case, individual or group, the Dean of Student Affairs must assume ultimate responsibility.





VI
PARKING AND TRAFFIC REGULATIONS

PARKING AND TRAFFIC REGULATIONS 1983-84

REGISTRATION

1. Every Stetson student (resident, commuter, or part-time), faculty, administrative personnel, and staff member who operates a motor vehicle on the DeLand campus must register that vehicle. (Also see section on special permits and privileges.) This is normally done during academic registration, but may be handled at the Traffic office, second floor of the Carlton Union Building.
2. Registration Fee—Full Time Students \$15.00
Graduate, Evening & Part Time Students* ... \$ 7.00
Faculty \$10.00
Staff \$ 5.00
*To receive reduced rates, a class schedule must be presented when registering vehicle.
3. Upon registering a vehicle, each driver is issued a decal which is affixed to the driver's side of the rear bumper. Special permits and guest permits are to be placed in the upper left-hand corner of the rear window.
4. Failure to register your vehicle by the fifth day of classes in any term will result in a late registration fee of \$15.00 in addition to non-registration fines of \$20.00 for the first ticket and \$10.00 for each additional ticket. Those vehicles brought to Stetson after the term begins must be registered within five office days from the day it is brought to campus.
5. If the vehicle is sold during the year, and the person wishes to register another car, there will be a \$1.00 charge for that decal. If a second vehicle is registered during the year, there will also be a \$1.00 charge for the decal.

SPECIAL PERMITS AND PRIVILEGES

1. Temporary parking permits are given without charge for a period not to exceed three weeks. These may be issued to students who expect to have their vehicle on campus three weeks or less and are not expecting to bring it back to campus during the school year. These students do not have to buy a decal, but must register within five days after the vehicle arrives in DeLand. Failure to apply for a temporary permit will be treated as non-registration. Also, the following regulations apply to them unless otherwise stated.
2. Anyone who is physically handicapped or who, because of physical injury, would be inconvenienced to park in their assigned areas, may apply at the Traffic Office for a special permit to park in areas centrally located to campus. This permit must be applied for within five days of the injury. and does not allow the person to park in fire lanes or any non-parking areas.

REGULATIONS

1. Every registrant is directly responsible for any violation for his or her vehicle, regardless of who may be operating the vehicle. **It is the responsibility of the registrant to explain the rules to the person who will be driving on campus.**

2. Parking on the grass, medians, sidewalks, and places not designated as parking areas will be illegal. Special loading requirements may be met by request in advance to the Traffic Office.
3. Certain traffic regulations will be enforced 24 hours a day. These include but are not limited to the rules prohibiting driving on the grass, parking in University fire lanes (Minnesota Avenue, C.U.B. Circle, Chaudoin Circle, in front of Conrad Hall, and between the Gordis and Smith Halls parking areas), speeding or reckless driving. All other regulations related to specific parking areas apply only on weekdays between 8:00 a.m. and 3:30 p.m. except for Presser Hall where only faculty may park between 8:00 a.m. and 5:00 p.m.
4. Resident students (those living on campus in University housing) must leave their cars parked in their respective housing areas until 3:30 p.m. Monday through Friday, due to the shortage in the number of parking spaces on campus. All campus parking lots, other than residence hall lots, are reserved for commuters, faculty members and visitors.
5. Vehicles must be parked within the markers, if provided, in all campus parking areas. Parking over a line or parking in a manner as to obstruct the normal flow of traffic or hamper proper procedure is a violation.
6. A maximum speed of 15 miles per hour will be enforced on the campus at all times. Speeding, reckless driving, and similar offenses will be considered more serious than parking offenses and will be dealt with accordingly.
7. Reckless driving includes, but is not limited to, wanton disregard for life and/or property while operating a motor vehicle on campus; driving the wrong way on a one-way road or lane, driving on the grass, sidewalks, medians, and other areas not assigned for vehicular traffic, failure to yield right-of-way to pedestrian, driving at night without proper vehicle lights, and improper acceleration from a stop, and failure to come to a complete stop at a stop sign.
8. Abusive or argumentative acts against a ticketing officer will result in a fine and/or disciplinary action.
9. Motorcycle and moped operators will follow the same traffic rules as automobile operators. Motorcycles and mopeds must be registered, and they are prohibited from driving or parking on the campus sidewalks or grass.
10. Due to extremely limited parking space at Presser Hall, any student receiving two tickets for parking in the Presser Hall lot will be subject to immobilization/towing on the third offense.

PENALTIES

1. The following fines listed apply only to minor violations and do not apply in cases where a specific fine has been set in the preceding or following sections of the Traffic Regulations. Violations are accumulated on a school year basis.
 - a. First violation \$ 2.00
 - b. Second violation \$ 5.00
 - c. Third violation \$10.00
 - d. Fourth violation \$10.00
 - e. Subsequent violations will result in the car being towed or immobilized at owner's expense.

2. Specific violations:
 - a. Non-registration—1st violation \$20.00
 —Succeeding violations \$10.00
 - b. Driving on grass \$20.00
 - c. Excessive noise \$ 5.00
 - d. Speeding or reckless driving \$25.00
 - e. Abusive or argumentative acts to ticketing officer \$10.00
 - f. Parking in Fire Lane \$10.00
 - g. False registration \$20.00
 - h. Driving the wrong way on a one-way road. \$10.00
3. Non-compliance with University traffic regulations may result in disciplinary action through the Office of the Dean of Student Affairs or loss of campus driving privileges in addition to fines incurred.

OTHER PROVISIONS

1. Traffic tickets must be paid at the Traffic Office within ten days. Tickets outstanding more than ten days will be attached to the student's account, with a \$2.00 service charge per ticket. After attachment, the fines are payable in the Comptroller's Office.
2. Traffic tickets may be appealed in writing by coming to the Traffic Office within five days of the date that the ticket was issued. Upon receipt of the written appeal, a date will be set for a hearing before the Traffic Board composed of one representative from the Traffic office, and one representative from the Security office, and one representative from the Student Government Association. If the decision of the Board is unsatisfactory, the ticket(s) may be appealed to the University Judiciary Council.
3. The Office of Security and Traffic is authorized to have vehicles immobilized and/or towed from campus property at owner's expense.
 - (a) if the vehicle is found in violation of any regulation, including non-registration, and has already received four or more tickets in the current academic year;
 - (b) if the owner of the vehicle has been notified that his or her campus driving privileges have been revoked for the duration of the academic year;
 - (c) if the vehicle is left unattended and is obstructing the flow of traffic; or
 - (d) if the vehicle is abandoned on campus.
4. Any ticket that has not been filled out completely and correctly by a ticketing officer is void. The person receiving such a ticket should contact the Director of Traffic.

A person who suspects that his or her car has been towed away should contact the Office of Security and Traffic to ascertain the location of the vehicle and other pertinent information.

Traffic Business Hours—9:00 a.m. to 3:00 p.m. weekdays

Phone: From on campus: Extension 524

From off campus: 734-4121, ext. 524

Security Office Hours—24 hours a day

Phone: From on campus: Extension 250

From off campus: 734-4121, Ext. 250

VII

INTERCOLLEGIATE AND INTRAMURAL ATHLETICS

INTERCOLLEGIATE AND INTRAMURAL ATHLETICS

INTERCOLLEGIATE ATHLETICS—Stetson University is proud of its history and tradition in the area of intercollegiate athletics. Stetson is a member of the National Collegiate Athletic Association and participates in the NCAA Division I in the following sports:

1. **BASKETBALL (MEN)** - Stetson has received national recognition as a basketball power. The program is supported through scholarships, and each year competes against the finest teams in the nation.
2. **BASEBALL (MEN)** - Stetson's varsity baseball teams boast outstanding records averaging 30 wins per season over the past twelve years. Over this period there have been three All-Americans and thirteen professional signers. Scholarship aid is available to qualified players.
3. **SOCCER (MEN)** - Soccer has been Stetson's fall varsity sport since the demise of football in 1956. Stetson plays an 18 game schedule against the best soccer teams in the Southeast.
4. **TENNIS (MEN)** - Stetson has boasted a winning varsity tennis team for the past ten years. Each Spring the team plays prominent tennis teams throughout the Southeast.
5. **GOLF (MEN)** - Stetson has a highly competitive golf team and plays an outstanding schedule each year. Several of its players have gone on to become teaching pros.
6. **WRESTLING (MEN)** - Stetson will field a wrestling team in 1983-84 for the first time in its history. As the only Division I team in Florida, the wrestlers will compete against many highly rated teams throughout the country.
7. **BASKETBALL (WOMEN)** - Stetson renewed competition in women's basketball in 1976. Since that time, the program has developed into one of the best in the state. The team plays a competitive schedule of Florida schools and out-of-state teams.
8. **TENNIS (WOMEN)** - Stetson entered varsity competition in women's tennis in 1976. The team advanced to the national tournament in 1978 and 1979, finishing third and fifth respectively. The squad plays an impressive schedule of area schools and nationally ranked teams.
9. **VOLLEYBALL (WOMEN)** - Varsity volleyball returned to Stetson in 1975 with a winning season. The team competes in the strong Division II league in the state, and is building a solid foundation for the future.
10. **SOFTBALL (WOMEN)** - Stetson's softball team has steadily improved since it began in 1976. While building a competitive program, they play a schedule of Florida schools. The program was enhanced with the addition of an on-campus field in 1979.

INTRAMURAL ATHLETICS—Stetson has one of the most comprehensive intramural programs of any school its size in the country. Over two-thirds of the student body participates in a wide variety of men's and women's intramurals. The sports include flag football, basketball, softball, volleyball, swimming, horseshoes, ping pong, badminton, golf, olympics, racquetball and tennis. Various levels are established through leagues from residence halls, fraternities, sororities, clubs and organizations. The diverse program and broad participation make it one of the most popular programs on campus.

SPORT FACILITIES AND EQUIPMENT

The indoor and outdoor facilities of Stetson University are available to the student body for instruction in Physical Education classes, for participation in the intramural sports program, or for undirected recreational activity. It is the wish of the Physical Education Department that each student make use of these facilities as much as possible. A regular program of vigorous physical activity and free play is necessary to the health and happiness of every student.

OUTDOOR FACILITIES

- 1 soccer field
- 2 multipurpose fields—
 - 3 football
 - 4 softball
- 5 volleyball courts
- 1 outdoor multipurpose area—
 - 5 tennis courts
 - 2 basketball courts
- 2 horseshoe courts
- 6 tennis courts
- 1 tennis beat wall
- 6 racquetball courts
- 1 archery range
- 1 swimming pool
 - 25 yards x 25 yards
 - one-meter board
 - three-meter board
- 6 basketball half courts

INDOOR FACILITIES

- Edmunds Center
 - 2 basketball courts
 - 2 volleyball courts
 - 3 badminton courts
 - 1 weight room
 - 1 recreation room
 - 1 training room
 - 1 fitness room (multipurpose)

Dressing facilities

- Men-lower level
- Women-second level

Cummings Gym

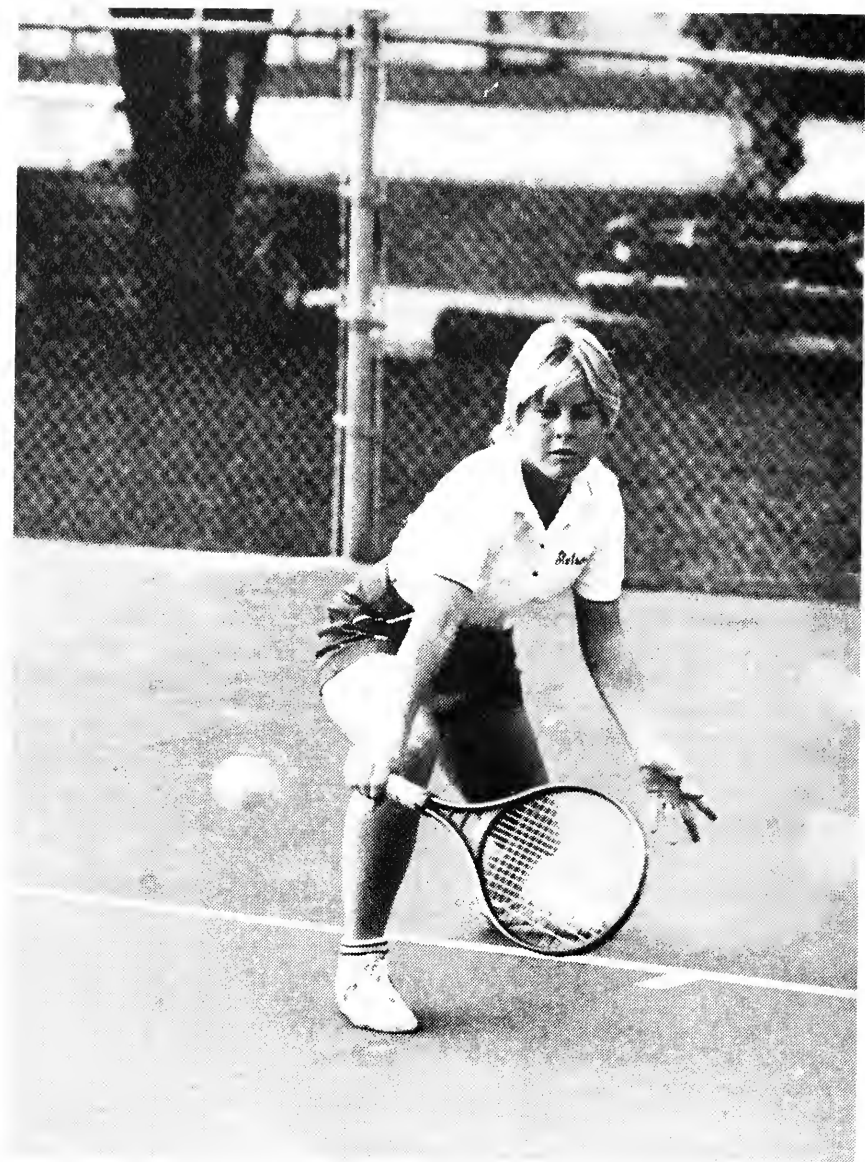
- Gymnastic area
- 1 basketball court
- 3 badminton courts
- 1 volleyball court

The gymnasium, playing fields, and tennis courts are open for student recreation at any time a class or a scheduled school activity is not going on in that particular area. Edmunds Center hours are from 11:00 a.m. to 10:00 p.m. Monday through Friday, and 11:00 a.m. to 6:00 p.m. on Saturday. Only rubbersoled gym or tennis shoes are permitted on the gym floor or tennis courts.

EQUIPMENT

All sports equipment may be checked out from the equipment room located in the lower level, west end, of Edmunds Center. The room is open Monday through Friday from 11:00 a.m. to 10:00 p.m. All sports equipment must be returned the day it is checked out. Special arrangements must be made for weekend or overnight checkouts.

There will be a charge made to students who fail to return equipment on time. A charge will also be made for lost or broken equipment that has been checked out.



VIII

GENERAL INFORMATION

GENERAL INFORMATION

This section of the Handbook contains information about many things which you will need to know. The items have been arranged in alphabetical order for convenience and with no attempt to rank them in order of importance.

ADMINISTRATIVE RECORDS

There are a number of offices on campus where student records are housed. Students need to be aware of what types of records are maintained and where they are located. It is hoped the following index will be helpful.

- (1) **OFFICIAL ACADEMIC RECORDS**—All records pertaining to academic information such as grades, transcripts, etc., are housed in the Registrar's Office in Flagler Hall.
- (2) **PERSONAL RECORDS**—The official personal file is housed in the Office of Student Affairs in Flagler Hall. Letters of recommendation, personal letters, conduct information, and a running account of the student's life at Stetson are contained in these files.
- (3) **MEDICAL RECORDS**—All health forms and medical records are housed in the Student Health Service on N. Hayden Avenue.
- (4) **PLACEMENT RECORDS**—Students are urged to begin a Placement file during their freshman year. This will be a great assistance in gaining future employment. These records are housed in the Placement Office in the Counseling Center
- (5) **COUNSELING AND TESTING**—Records which contain test scores and information of a counseling and guidance nature are housed in the Counseling Center.
- (6) **FINANCIAL AID**—Students receiving financial aid have a file which is housed in the Financial Aid Office in Elizabeth Hall.
- (7) **STUDENT ACCOUNTS**—Information concerning each student's financial account with the University is housed in the Student Accounts Office in Elizabeth Hall.

BUCKLEY AMENDMENT INFORMATION

Congress has approved and the President has signed into law the Family Educational Rights and Privacy Act of 1974, informally known as "The Buckley Amendment." The objective of the Act is to provide students and parents greater access to and control over information contained in educational records. Every institution receiving federal funds of any type must comply with the law. The law stipulates that each institution is responsible for making its students aware of the law and its various ramifications. This information is designed to accomplish that objective. *Please read it carefully.*

DEFINITION OF STUDENT—A student is one currently enrolled or who was previously enrolled.

DEFINITION OF RECORD—Within 45 days of receiving a request, colleges must allow students to inspect their "education records" which are defined broadly to include "records, files, documents, and other material which (1) contain information directly related to a single student; and (2) are maintained by a college or by a person acting for a college."

FINANCIAL FORMS AND CONFIDENTIAL LETTERS—Students are not guaranteed access to financial information furnished in the past or future by their parents, nor to confidential letters of evaluation which have found their way into records prior to January 1, 1975. As to such letters received after 1974, the law allows the student to waive his right of access, if the letters have to do with admission, employment or honors, if the letters are used only for those purposes and if the student is told, on his request, the names of all letter writers. No student or applicant may be required to execute a waiver; but an unsuccessful applicant, waiver or no, has no right to inspect all or any of the file accumulated in his case.

WHAT IS NOT A RECORD—FERPA II defines certain other material as falling outside the definition of “education records” and thus not (so far as Federal law is concerned) open to inspection by parents or students. Such materials are : a)the records about students made by teachers and administrators for their own use and not shown to others; b)campus police records, under certain circumstances; c)employment records for college employees who are not current students; d)records about college students or those over 17 years old “created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional” acting or assisting in such capacity, for treatment purposes, and which are available only to persons providing such treatment.

PROCEDURE FOR CHALLENGE OF RECORDS—

Section 1. When any material is placed in the educational records (as defined by FERPA II) that makes an unfavorable statement about him, the student shall be notified of the filing within one week of the action. It is understood that the regular grade report is considered adequate notification.

Section 2. Upon notification of the placement of unfavorable material in educational records, the student shall be informed of his right to challenge the content of the material or the placement of the material. Moreover, the student shall be informed of his ultimate right to place documents on his behalf with the educational records challenged.

Section 3. The Challenge Board for hearings upon objections to the filing of materials in educational records shall consist of two administrators, two faculty members, and two students chosen by the University President. No member of the Challenge Board may have any direct or indirect interest in the outcome of the hearing.

Section 4. The Challenge Board shall adhere to the procedures utilized by administrative disciplinary boards so long as they are not inconsistent with the provisions of Title 45 Code of Federal Regulations Section 99.21

What kinds of information about a student may be released, to whom, and under what conditions?

DIRECTORY INFORMATION—Such information may be unconditionally released to the whole world, without the consent of the student, unless he has specifically asked that his prior consent be obtained. “Directory Information” includes a student’s name, campus and home address, and telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended by the student.

ACCESS WITHOUT STUDENT CONSENT—FERPA II expands the list of people who may have access to a student's actual record (or to receive personally identifiable information contained therein) without a student's consent;

Teachers, administrators and the like (in the same institution) may look at the record if they have a "legitimate educational interest."

Colleges may transfer information: a) to other educational institutions in which the student intends "or seeks" (new) to enroll (though the student must be given a copy of the record, if he wishes, and an opportunity to challenge it); b) to enumerated public officials (like the Comptroller General of the United States) and c) "in connection with a student's application for , or receipt of, financial aid."

Five new categories of recipients are: 1) state and local officials to whom state law in effect on November 19, 1974, required information to be reported. This presumably was added in recognition of the common statutory requirement that certain kinds of infectious diseases, gunshot wounds, and the like be reported to public authorities; 2) organizations like ETS and CEEB in connection with "developing, validating, or administering predictive tests, administering student aid programs, and improving instruction," but such organizations must not show the personally identifiable information to outsiders and must ultimately destroy it; 3) "accrediting organizations in order to carry out their accrediting functions"; 4) parents of a student who is a dependent for income tax purposes. (The HEW regulations, when issued, should make clear when a college may reasonably assume that a student is an income tax dependent.); 5) "appropriate persons" in the case of health and safety emergencies, with the details left for enunciation in HEW regulation.

Other than in the exceptions just listed, or in the case of directory information or in responding to judicial process, a college may not release "personally identifiable information in education records" or allow anyone access to those records, unless the student has given his written consent "specifying records to be released, the reasons for such release, and to whom" and a copy of the released records is furnished the student.

JUDICIAL PROCESS—If the college is responding to a court order or subpoena, it is under no requirements to give a student a copy of the materials furnished, but it must notify him "of all such orders or subpoenas in advance of compliance therewith." It is to be presumed that the HEW regulations will require only reasonable notification efforts by a college before the due date of a subpoena.

CUSTODIANS OF RECORDS—Your records at Stetson are found in two locations. Your personal records are housed in the Office of Student Affairs and your official academic records are housed in the Registrar's Office. If you wish to examine your records in either of these offices, you should make an appointment to do so.

RELEASE OF INFORMATION—If you are not claimed by your parents as a dependent for tax purposes and do not want your grades sent to them, you need to come by the Office of Student Affairs to execute the necessary forms. Likewise, if you do not want "Directory Information"

released, you should come by the Office of Student Affairs and execute the necessary forms.

If you do not wish any organization to which you belong, such as a fraternity or sorority, to have access to your grades, it is necessary for you to sign a statement to this effect in the Office of Student Affairs.

If you need further information concerning the Family Educational Rights and Privacy Act, please feel free to come by the Office of Student Affairs for assistance.

The University reserves the right to withhold grades and transcripts in cases of delinquent accounts.

CAMPUS SOLICITATION

Commercial solicitation shall be defined as any promotion or sale of products or services to be purchased for financial consideration. This definition applies to all Stetson students, student faculty organizations officially recognized by Stetson, agencies or organizations related to Stetson, or non-university individuals or commercial concerns. Commercial solicitation includes advertisement in approved locations on the campus and promotion or sale by persons as individuals or representatives of an organization.

All persons desiring to conduct a commercial solicitation on the Stetson campus first shall request permission to do so from the Director of Business Affairs and Purchasing. As may be necessary and appropriate, the Director of Business Affairs and Purchasing may consult with the Dean of Student Affairs to grant approval of a request. Appropriate credit references must be provided in the case of non-University individuals and concerns. Upon approval of the request, a written permit will be issued indicating the name of the individual or organization, the product or service to be sold, the cost of the product or service to be sold, and purpose for which the revenues are to be used. Only after a permit to conduct a commercial solicitation has been issued by the Director of Business Affairs and Purchasing may persons begin such solicitation.

No commercial solicitation may be conducted in person within academic, administrative, and residential buildings on the University campus, except those individuals and organizations who normally do business with the University through the Vice President for Business and Finance and his staff. Since the campus mail facilities are to be used only for official University business, solicitations by any individual for personal financial gain--either a student, staff, or faculty member or a non-University person--may not be conducted through these facilities. Any deviation from these provisions should be reported to the Director of Business Affairs and Purchasing and to the Director of Campus Security for immediate action.

Non-commercial solicitation shall be defined as any promotion or donation of a product or service without benefit of any financial considerations. The same policies and procedures shall apply as for commercial solicitations, except that the Dean of Student Affairs shall approve any request and shall insure adherence to these policies and procedures.

EMERGENCY LOAN FUND

An Emergency Loan Fund is maintained in the Office of Student Affairs. Capital for this fund is provided by the University from private donors and the annual Green Feather Charity Drive, *and is maintained only by repayment of loans made*. The fund is administered by the directors in the Office of Student Affairs, who determine whether the student's need is truly a deserving and legitimate emergency, such as medical needs, emergency transportation, or other justifiable reasons. The amount of the loans varies according to the need, but generally is in the \$10 to \$50 range. There is no interest charged, and a reasonable time is allowed for repayment. All loans are to be repaid by the end of each academic year.

FINANCIAL AID TO STUDENTS

The purpose of the Financial Aid Program at Stetson University is to make available financial assistance to any student who qualifies for admission, but would be unable to enroll or continue his education due to financial circumstances beyond his control.

After an applicant is accepted for admission, his Financial Aid Form has been appraised, and an amount of financial need has been established, the Financial Aid Director determines which type, or types, of aid will best fit his circumstances. Most applicants will have their need met through a combination of various types of aid.

Financial aid is awarded to Stetson students on the basis of need and a request must be submitted each year for renewal.

INVITING SPEAKERS

All organizations or individuals who wish to invite speakers to the campus must first have the invitation cleared on the University calendar in Room 213 of the Carlton Union Building. This calendar is a clearing house or coordinating agent for such invitations. If this procedure is observed, it will eliminate duplicity of invitations.

MARRIED STUDENTS

Married students do not have a formal organization. However, the Division of Student Affairs strives to assist them in every possible way. The staff is glad to arrange occasional social affairs or informational meetings. The University has limited housing for married students and these rentals are handled through the Office of Student Affairs. This office also provides information concerning non-University housing.

ORIENTATION PROGRAM (FOCUS)

The Orientation Program is one of the responsibilities of the Division of Student Affairs. The FOCUS Committee is chaired by students who lead in the planning of the program designed to help new students become acquainted with the University. In addition to the orientation activities, each new student is assigned a FOCUS Advisor, an upper class student who assists the students in their academic planning and social adjustment at Stetson.

PRINT SHOP

The Print Shop, behind DeLand Hall, is available to the students for the copying of theses and term papers when 15 or more copies are required. Services are also available to all campus organizations for the printing of stationery, programs and notices. Hours are from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m. during the school year.

THE REPORTER

The weekly newspaper edited by students is called the *Stetson Reporter*. It is the oldest college newspaper in Florida.

MILITARY SCIENCE

Military science is a degree discipline immaterial elective which is open to both men and women at Stetson. It is offered all four years and, if desired, leads to commission as an officer in the Army upon completion of the program. The basic course program (lower level courses), open to all students, stresses self-discipline, leadership, and personnel management. It is designed to build self-confidence and to identify students with leadership and management potential and to develop those skills. There are **NO** obligations to the military in the basic course. Should the student desire to continue in Military Science during the junior year and senior year, he/she will begin to implement the leadership and management skills in the Corps of Cadets through practical application. The active duty obligation incurred by continuing can range from as little as three months to as great as three years. Duty as a Second Lieutenant is dependent on individual desires and talent and may be spent in any of hundreds of specialties or branches in the Army. Advanced placement in Military Science is available to students with prior military background or high school junior ROTC. All books and uniforms required are furnished by the department. Two and three year scholarships are available to qualified students. Students completing their sophomore year who have not qualified for Advanced Military Science through JROTC, ROTC basic courses or prior service may qualify by attending the six-week "Basic Camp" or the on-campus program in the summer. Students in the basic or advanced programs may qualify for Airborne (Parachute), Air Assault (Helicopter) or Northern Warfare schools if desired.

SCHEDULING EVENTS

The University master calendar is kept in room 213 of CUB. *This calendar should be checked before plans are made for any social or academic affairs in order to avoid conflicts.* All events must be scheduled on this calendar. Arrangements for the use of most buildings and rooms are also scheduled in this office, but in cases where certain buildings are scheduled elsewhere, the person who schedules the event will be advised where these requests should be made.

All committee rooms and dining rooms in the Carlton Union Building are scheduled with the Director of that building after the master calendar has been checked.

CAMPUS SECURITY

In 1967 Stetson University initiated a new program in campus security. Campus security at Stetson University is operated by full-time students. The Office of the Security and Traffic, which is composed of approximately 35 persons, is on duty 24 hours a day, and through its very sophisticated communication system and extensive training program provides security for the University and its students which has proven to be highly successful.

The Security Office is responsible for promoting student safety, as well as the security of University buildings and grounds. Every student should be alert to report to Security any trespassers on campus or any suspicious person or situation.

FACULTY ADVISORY PROGRAM

Upon arrival at Stetson each student is assigned a faculty advisor who helps to plan an academic program and assists in class scheduling. Additional meetings with the faculty advisor will be held during each semester for similar planning and any additional academic problems that may arise. Each student should be encouraged to make full use of these people and other University personnel to head off an academic problem before it becomes serious.

STUDENT IDENTIFICATION CARD

A student registered for classes is issued an identification card which contains his picture, name, address, student number and birthdate. This I.D. card also serves as a student activity card and must be used to gain admission to university-sponsored activities. It may also serve as a library card and a meal ticket for boarding students. Should the student have to leave the University for any reason during the year the card is turned in at the Food Service Office. Lost I.D. cards are replaced at a nominal fee.

SUMMER ORIENTATION AND ADVANCE REGISTRATION

New students who have been accepted for the Fall are invited to come (with their parents) to the campus on a specific day to meet with faculty advisors and to pre-register for the Fall Semester. Parents have the opportunity on this day to sit in on orientation discussions and to meet with the President of the University, admissions officers, and other administrative personnel.

IX
STUDENT ACCOUNTS

STUDENT ACCOUNTS

ADVANCE FEES

All applicants, except auditors, are charged a one-time non-refundable advance fee of \$100, which will be credited to student's account. Returning students must pay a non-refundable advance fee of \$50, which is credited to the student's account.

TUITION & FEES

For the College of Liberal Arts, the School of Music, and the School of Business Administration, see the insert in front of the catalog. For Summer Session charges, see the Summer Session brochure.

MEAL CHARGES

Charges are for the full meal service, 21 meals a week. An optional 15 meals per week plan is available for all students and a 7 meal per week plan may be purchased by juniors and seniors in residence halls as well as all commuting students. Resident freshmen and sophomores, and all resident upper-classmen receiving more than \$500 financial aid (other than loans) must purchase meal tickets. The University reserves the right to adjust prices on meal plans at the beginning of each term. A \$5.00 charge is made for each meal ticket lost. Changes in meal plans can only be made at the beginning of a semester.

SPECIAL CHARGES

New students pay an orientation fee of \$30. There is a deposit of \$15 for those participating in the R.O.T.C. For graduate students, there is a \$25.00 graduation fee; where applicable, there is a fee of \$30.00 for binding three copies of the thesis, and a fee of \$10.00 for each additional copy bound. There is a general University annual fee of \$200.00 covering all full-time undergraduate students.

INSURANCE

The University does not provide accident or health insurance for students. Optional outside student insurance may be obtained at personal expense by the student. Free Infirmary services are provided for minor illnesses, but do not include doctor's prescription or antibiotics which are provided at cost.

The Comptroller can provide information relative to local insurance agencies which may serve the needs of the students.

STUDENT BILLING

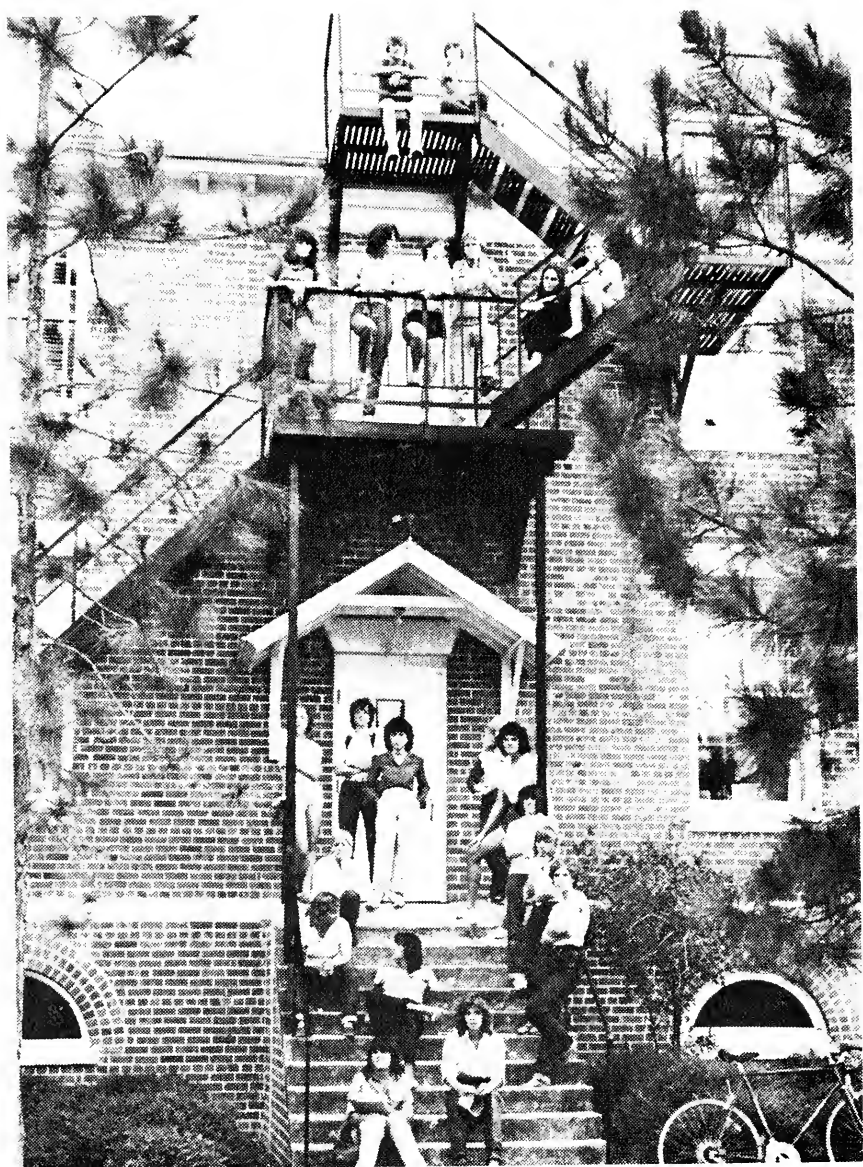
Regular students taking eight or more credit hours in the fall and spring semesters will be billed on an annual basis for the school year. Half of this bill must be paid before, and no later than, the date of registration for the fall semester. The remaining half must be paid no later than the date of winter term registration. Students who take seven or fewer credit hours in the fall and spring semester will be billed each semester, as will graduate and post-graduate students. The full amount of this bill must be paid before registration. Registration is complete only when all charges have been paid.

Any arrangements for deferred payments must be established before registration, through one of several tuition financing agencies. If necessary, write the University Comptroller for detailed information and contract forms.

STUDENT WITHDRAWAL AND DROP REFUNDS

A student withdrawing during the first seven weeks of a semester will receive a prorated tuition refund as follows: During the first week, 90 per cent; up to and including two weeks, 80 per cent; between two and three weeks, 60 per cent; between five and seven weeks, 5 per cent. After seven weeks of a semester no refunds will be made, except for severe illness or other emergency. In the summer or winter terms, students who withdraw within the first week will receive a refund of 50 per cent. After one week, no refunds will be made, except in unusual cases as explained above. One half of the winter term tuition, room, and board is charged each student who withdraws at the end of fall semester, except students who graduate at that time. All students must attend the winter term. Students who vacate the residence halls after registration will receive a refund minus a one hundred dollar (\$100.00) charge plus five dollars (\$5.00) per day of occupancy if they withdraw before the end of ten (10) class days. No refunds shall be issued for a student after this period. Meal Ticket charges are refunded on a prorated basis for the period after the withdrawal date up to three weeks into the semester, after which all refunds for meal tickets are subject to 50% refund fee. Courses dropped during the first week of the semester are given a 100 per cent refund. No refund after the first week is permitted. No adjustments—other than those described in this paragraph—are made for any fees.





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WHOM TO SEE

ABSENCES

Office of Student Affairs, Flagler Hall

ACCOUNTS (Student)

Comptroller's Office, Elizabeth Hall

ADMISSIONS

Admissions Office, Flagler Hall

ATHLETICS

Dr. Glenn Wilkes—Intercollegiate—Edmunds Activities Center

Mr. Robert Weickel—Intramurals—Edmunds Activities Center

BOOKS

University Bookstore, North Wing, Carlton Union Building

BUSINESS ADMINISTRATION

Dean David Nylen, Davis Hall

CAFETERIA

Mr. David Troupe, Cafeteria, Carlton Union Building

CARLTON UNION BUILDING

Mr. Rodney Ellis, Director, 2nd Floor

President of Stetson Union Board, Mini-Sub

COUNSELING

Office of Student Affairs, Flagler Hall

Dr. George Hood, Counseling Service (Brick Palace), 2nd floor

DRAMATICS

Mr. Bruce Griffiths, Stover Theatre

Dr. James Wright, Elizabeth Hall

EMPLOYMENT

Mr. J.D. Moore, Elizabeth Hall

Mr. George Williams, Counseling Center

FINANCIAL AID

Mr. J.D. Moore, Elizabeth Hall

FRATERNITIES

Miss Jayne Marlowe, Office of Student Affairs, Flagler Hall

HOUSING (ON AND OFF CAMPUS)

Mr. Kemper Smith, Miss Melody Hall, and Mr. Peter Starson

Office of Student Affairs, Flagler Hall

ILLNESS

Student Health Service, 620 N. Hayden Ave.

LAW SCHOOL INFORMATION

Dr. Evans Johnson, 307 Elizabeth Hall

LIBERAL ARTS

Dean Robert Chauvin, Elizabeth Hall

LOANS

(See Financial Aid)

(for limited Emergency Loans, Office of Student Affairs)

LOST AND FOUND

Information Desk, Carlton Union Building Lobby

MAIL

Post Office, North End, Carlton Union Building

MILITARY

ROTC Headquarters, Brittan Hall

MUSIC

Dean Paul Langston, Presser Hall

NEWS SERVICE AND PUBLIC RELATIONS

Alumni House

PARKING

Traffic Department, Carlton Union Building

PLACEMENT (Job)

Mr. George Williams, Placement Office, Counseling Center

PRINTING

Mr. Mario Losasso, Print Shop, Behind DeLand Hall

PUBLICATIONS (Student)

Miss Jayne Marlowe, Student Affairs, Flagler Hall

Handbook—Information book

Reporter—Weekly newspaper

Hatter—Annual yearbook

RECORDS

Academic, Registrar's Office, Flagler Hall; Personal, Office of Student Affairs, Flagler Hall

SECURITY AND TRAFFIC DEPARTMENT

Mr. Jim Tyson, Director, Carlton Union Building, 1st floor

SORORITIES

Miss Jayne Marlowe, Office of Student Affairs, Flagler Hall

STETSON UNION BOARD

President of Union Board, Mini-sub

Mr. Rodney Ellis, Director of the Carlton Union

STUDENT GOVERNMENT ASSOCIATION

203 Carlton Union Building

Miss Jayne Marlowe, Adviser, Flagler Hall

UNIVERSITY CALENDAR

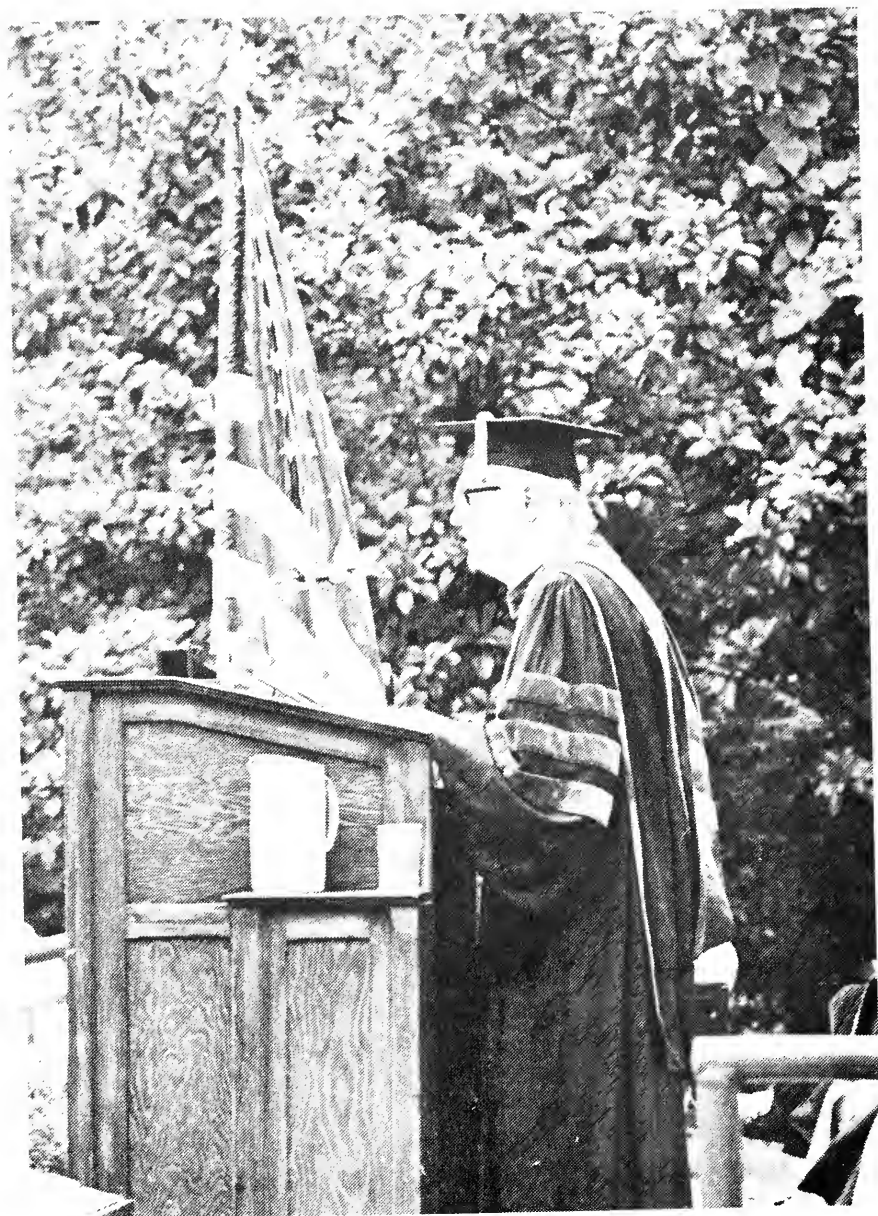
Room 213 CUB

UNIVERSITY JUDICIARY COUNCIL

Dean Garth Jenkins, Student Affairs, Flagler Hall

WITHDRAWALS

Office of Student Affairs, Flagler Hall



XI

ADMINISTRATIVE OFFICERS AND STAFF

ACADEMIC AND ADMINISTRATIVE OFFICERS

POPE A. DUNCAN
President
B.S., M.S., Th.M., Ph.D

J. OLLIE EDMUNDS
Chancellor
M.A., L.L.B., Litt.D., LL.D.

DENTON R. COKER
Provost
B.A., B.D., Ph.D

ROBERT S. CHAUVIN
Dean of the College of
Liberal Arts
M. Ed., M.A., Ed.D.

BRUCE R. JACOB
Vice President and Dean
of the College of Law
LL.M., S.J.D.

PAUL T. LANGSTON
Dean of the School of Music
M.S.M., S.M.D.

DAVID W. NYLEN
Dean of the School of
Business Administration
B.A., M.B.A., Ph.D

H. GRAVES EDMONDSON, JR.
Vice President for Business
and Finance
M.B.A.

H. DOUGLAS LEE
Vice President for
Planning and Development
M.A., Ph.D

DARRELL D. BENGE
Comptroller
B.S., C.P.A.

L. DOUGLAS STRICKLAND
Dean of Continuing Education
and Coordinator for Research
and Graduate Studies
B.S., M. Ed., Ed.D.

GEORGE W. HOOD
Director of the Counseling Center
B.A., M.B.A., Ph.D

E. GARTH JENKINS
Dean of Student Affairs
B.A., M.Ed., Ed.D.

SIMS D. KLINE
Acting Director of the
duPont-Ball Library
B.S., M.L.S., M.A.

GARY A. MEADOWS
Director of Admissions
B.A., M.A.

ALFRED L. WEHRLE
Registrar
B.A., M.A.

ADMINISTRATIVE STAFF

AILENE W. ABERNATHY
Assistant to the Director of
the Counseling Center

GLADYS ALVAREZ
Charge Nurse

ANN E. BURLIN
Director of the Forensics team
B.A., M.A.

ANITA BYOREK
Counselor
B.S., M.Ed.

FLOYD CAMERON
Director of Student Accounts

JOAN P. CHURCH
Executive Secretary to the Dean
of the School of Business
Administration

MARGARET DOBSON
Executive Secretary to the Dean
of Continuing Education

LUCY FITZGERALD
Assistant Director of Data
Processing

TERRY GRIEB
Instructor/
Audio Visual Service

MELODY HALL
Assistant Director of Residential
Life for Staff and Student
Development
B.S., M.Ed.

LOIS HANSON
Assistant Registrar

JANICE R. HESS
Director of Student Health
Services
B.S., A.R.N.P.

NORMA J. ALLEN
Assistant Director of Financial
Aid

JAMES BAMBRICK
Assistant Director of Admissions
B.S., M.Ed.

SUSAN BAUERLE
Director of Alumni Programs
B.S., M.A.

A. JOHN BOWLEY
Director of Deferred Giving
B.S.

SUSAN CHESHIRE
Director of the Brevard Graduate
Center
B.G.S., M.Ed.

FRED H. COOPER
Director of Public Relations
and Assistant to the President/
Athletics

RODNEY L. ELLIS
Director of the Carlton Union
B.A., M. Div.

JACK F. FORTES
Director of Special Gifts
B.S.

SHIRLEY D. HAAS
Administrative Assistant
Department of Public Relations

WAYNE HANKS
Director of Personnel
B.B.A.

JACKIE M. HAYS
Executive Secretary- Vice President
for Planning and Development

CHARLES JOHNSON
Director of Physical Plant
B.M.E.

EVERETTE W. JOHNSON
Director of Business Affairs and
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XII 1983-1984 CALENDAR

FALL SEMSTER—1983

Saturday, September 3	New Students arrive (Residence Halls open)
Monday, Tuesday September 5-6	Orientation, Testing, Registration
Wednesday, September 7	Convocation—Classes begin
Wednesday, September 14	Last day to add a course for credit or drop a course without financial penalty.
Friday, October 7	Last day to drop a course without academic penalty
Sunday-Saturday, October 23-28	Greenfeather Week
Monday, October 24	Grade Inventories due in Registrar's Office
Wednesday-Friday November 9-11	Registration for Winter Term and Spring Semester
Wednesday, November 23 - 6 p.m.	Classes end for Thanksgiving holiday
Monday, November 28 - 8 a.m.	Classes resume
Friday, December 9	Classes end
Monday, December 12	Final exams begin
Thursday, December 15	Final exams end—Holiday begins

WINTER TERM—1984

Sunday, January 8	Residence Halls open—no food service
Monday, January 9	Registration—Classes begin—food service open
Wednesday, January 11	Last day to add a course or register for credit
Monday, January 16	Last day to drop a course without academic penalty
Thursday, February 2	Classes end
Friday, February 3	Final exams

SPRING SEMESTER—1984

Sunday, February 5	Orientation and academic advising
Monday, February 6	Registration for Spring Semester
Tuesday, February 7	Classes Begin
Tuesday, February 14	Last day to add a course for credit or drop a course without financial penalty.
Thursday - Sunday, February 23-26	Homecoming 1984
Thursday - Saturday, March 1-3	Model Senate 1984
Friday, March 9	Last day to drop a course without academic penalty
Friday, March 16	Classes end for Spring Break
Monday, March 26	Classes resume
Monday, April 2	Grade Inventories due in Registrar's Office
Friday-Sunday, April 6-8	Parents Weekend 1984
Friday, April 20	Good Friday (Classes will meet)
Sunday, April 22	Easter
Wednesday-Friday, April 25-26	Registration for Summer Session and Fall Semester
Friday, May 11	Classes end
Monday-Thursday May 14-17	Final exams
Sunday, May 20	Commencement

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